

# Damage Controlman (DC)

July 2021





## United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



### The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

# CAREER ROADMAP

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## Fireman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Damage Controlman community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

## What is a Career Roadmap for Damage Controlman?

Damage Controlman roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Fireman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

## What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

## Do Sailors have to follow the Roadmap?

Yes. The Damage Controlman roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Damage Control School at Great Lakes, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

## Notes:



## DC CAREER PATH (SW)



Damage Controlmen (DC). DCs are technicians that perform maintenance and repair of damage control equipment and systems; plans, supervise and perform tasks necessary for damage control, ships stability, preservation of watertight integrity, firefighting, chemical, biological and radiological warfare defense; instructs and coordinates damage control parties; instructs the technique of damage control, chemical, biological, and radiological defense, and prepares records and reports.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	DCCM	22.1 Yrs	CSEL	36	4 <sup>th</sup> Shore Tour Billet: CSEL, Dir. of Training, CNE Staff Advisor, ECM/TECHAD. Duty: Schoolhouse, ATG, Dis. Prep. Qualification: MTS, ATS, SEA
23-26	DCCM DCCS	22.1 Yrs 18.4	CSEL	48	4 <sup>th</sup> Sea Tour Billet: CSEL, DLCPO, 3MC. Duty: Ship. Qualification: SW, AW, DCTT, 3MTT, U46A (Prgm. Mgr.), 811A (3MC), SEA
20-23	DCCM DCCS DCC	22.1 Yrs 18.4 13.8	CWO, CSEL, Ceremonial Staff, RDC, Recruiter	36	3 <sup>rd</sup> Shore Tour Billet: CSEL, Battle Stations. Duty: Schoolhouse, ATG, Dis. Prep., Recruiting, RTC, ECM/TECHAD. Qualification: MTS, ATS, SEA, 756B (CBR), U46A (Prgm. Mgr.), 805A (Instructor), 833A (Dis. Prep)
16-20	DCCS DCC DC1	18.4 Yrs 13.8 8.7	CWO, OCS, MECP, CSEL, Naval Academy, Ceremonial Staff, Corrections, DAPA, USS CONSTITUTION, SARP, RDC, Recruiter, INSURV	48	3 <sup>rd</sup> Sea Tour Billet: LPO, DLCPO, 3MC. Duty: Ship/Squadron/Afloat Staff. Qualification: SW, AW, DCTT, 3MTT, SEA, 756B (CBR), U46A (Prgm. Mgr.), 811A (3MC)
12-16	DCC DC1	13.8 Yrs 8.7		36	2 <sup>nd</sup> Shore Tour Billet: Instructor, Battle Stations. Duty: Schoolhouse, RTC, Recruiting, ATG. Qualification: MTS, ATS, 756B (CBR), U46A, (Prgm. Mgr.), 805A (Instructor), 833A (Dis. Prep.)
8-12	DC1 DC2	8.7 Yrs 4.3		60	2 <sup>nd</sup> Sea Tour Billet: LPO, DLCPO, 3MC. Duty: Ship/Squadron/Afloat Staff. Qualification: SW, AW, DCTT, CBR



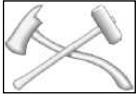
## DC CAREER PATH (SW)



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
4-8	DC2 DC3	4.3 Yrs 2.3	STA-21, OCS, MECP	36	1 <sup>st</sup> Shore Tour Billet: RDC, Instructor, Recruiter. Duty: Recruiting, RTC, Schoolhouse. Qualification: MTS, ATS, 756B (CBR), 833A (Dis. Prep.)
1-4	DC2 DC3	4.3 Yrs 2.3	Naval Academy, NROTC	60	1 <sup>st</sup> Sea Tour Billet: Operator/Maintenance. Duty: Ship. Qualification: SW, AW, 756B CBR
1+/-	DC3 DCFN DCFA Accession Training	9 Months			Recruit Training and all schools required to be completed prior to reporting to their first operational command

**Notes:**

1. "A" School not required.
2. DC is a sea intensive rating (refer to Sea/Shore Flow front page).
3. DC are not required to hold a security clearance; however, there may be certain billets that may require a clearance.
4. In-rating Shore Duty is limited and is normally "A" or "C" School Instructors, ATG, RMCs/IMFs, or Disaster Preparedness/Emergency Management. Many Sailors can expect a tour in recruiting or as a Recruit Division Commander (RDC).
5. Tours at NPC and BUPERS require special screening.
6. Tour at BUPERS 3 as an Enlisted Community Manager or Enlisted Community Manager Technical Adviser are for high-performing E8s or E9s. It is a highly competitive tour requiring thorough understanding of the Rating and manning and manpower policies. ECMs handle multiple Ratings affecting thousands of Sailors, adjudicate Career Waypoints applications, develop and present advancement, school, and accession quotas, and strength policies and initiatives for community health.
7. In order to be the Senior DC on board a ship, NEC U46A (Senior Enlisted Damage Control Program Management and Training Specialist) must be attained.
8. NEC information:
  - a. 756B - Shipboard Chemical, Biological and Radiological-Defense (CBR-D) Operations and Training Specialist train and advises shipboard personnel on the integration of CBR-D doctrine into command organization and operations in addition to the necessary protective measures for defense against and recovery from shipboard chemical, biological, or radiological involvement. Supervise and perform operational procedures and organizational level maintenance on CBR-D detection, protection and removal equipment.



## DC CAREER PATH (SW)



b. U46A - Senior Enlisted Damage Control Program Management and Training Specialist perform managerial and safety supervisor functions in support of Damage Control (DC), Fire Fighting (FF), and Chemical, Biological, and Radiological-Defense (CBR-D) programs. Performs duties as the ship's DC, FF, and CBR-D subject matter expert. Responsible for shipboard DC/FF/CBR-D equipment maintenance. Troubleshoots installed firefighting systems. Assists the Damage Control Assistant in organizing and training the ship's damage control and firefighting teams. Plans and evaluates DC/FF/CBR-D exercises and performs as the ship's Assistant Gas Free Engineer.

c. 833A - Disaster Preparedness Operations and Training Specialist advise command on how to integrate into the normal command organization the functions necessary to prepare for, defend against, and recover from major accidents, natural and man-made disasters; assists in the coordination with local, civic authorities on disaster response operations; conducts training for nuclear, biological, and chemical (NBC) warfare defense to include hazard awareness, individual protection, decontamination, and mission restoration; performs organizational maintenance on NBC defense equipment; uses equipment complying with procedures required by Nuclear Regulatory Commission license.

d. U16A - Shipboard Engineering Plant Program Manager administers, manages and evaluates shipboard engineering programs. Recognizes engineering systems and major components external to the propulsion plant which comes under the cognizance of the Engineering Officer of the Watch (EOOW). Evaluates operating conditions and makes recommendations to the engineering officer.

### 9. Acronyms:

ATS – Afloat Training Specialist  
MTS – Master Training Specialist  
EPCC – Electric Plant Control Console Operator  
PACC – Propulsion and Auxiliaries Control Console Operator  
CEW – Chief Electrical Watch (CVN)  
CAO – Chief Auxiliary Operator (CVN)  
EDO – Engineering Duty Officer  
COW – Chief of the Watch (CVN non NUC EOOW)  
RCO – Readiness Control Officer (LCS EOOW equivalent)  
EOOW – Engineering Officer of the Watch

### **Considerations for advancement from E6 to E7**

#### 1. Sea Assignments (all)

- LPO at Sea/Operational/Joint
- Qualified EDO/EOOW a plus
- INSURV Team Lead a plus
- At least one warfare pin
- DCTT Coordinator/U46A NEC
- Command Collateral with documented impact
- Qualified 3M 301- 305
- FCPOA involvement
- Sailor 360 involvement

#### 2. Shore Assignments (all)

- RDC(w/MTS)/ATG(w/ATS)/TYCOM Staff/BUPERS//Expeditionary Service/SPECWAR/Expeditionary/Rating Instructor (All screened billets) Disaster Preparedness operations team member
- Instructor Duty (805A) (MTS at all levels)
- Command Collateral with documented impact
- FCPOA involvement
- Sailor 360 involvement



## DC CAREER PATH (SW)



- Completed off duty education/PPME/JPME/USMAP
- Community involvement

### **Considerations for advancement from E7 to E8**

#### **1. Sea Assignments (all)**

- Department LCPO/ LCPO, FDNF a plus
- Should be qualified EDO/EOOW, COW (CVN) a plus
- At least one warfare pin
- DCTT Coordinator/U46A NEC
- Command Collateral with documented impact
- Should be qualified Readiness Control Officer (RCO) if assign to LCS
- Completed PPME/JPME/USMAP
- Active CPO Mess involvement, holding a position with documented performance
- Sailor 360 involvement and leading a committee/Season

#### **2. Shore Assignments (all)**

- Recruiting Duty (serving as LSO or LCPO)/RDC/ATG (obtained ATS/MTS)/TYCOM Staff/BUPERS/SPECWAR/Expeditionary/Rating Instructor (obtained MTS) (All screened billets)/FLC's (impact billet on the waterfront)/ASD (with documented impact) Disaster Preparedness operations team leader
- Completed PPME/JPME/SEJPME I/USMAP

### **Considerations for advancement from E8 to E9**

#### **1. Sea Assignments (all)**

- DLCPO/ LCPO(CVN) at Sea/Operational/Joint, FDNF a plus
- Should be qualified EDO/EOOW, COW (CVN) a plus
- At least one warfare pin
- DCTT Coordinator/NEC U46A
- Command Collateral with documented impact
- Completed PPME/JPME/USMAP/SEA
- Active CPO Mess involvement, holding a position
- Sailor 360 involvement and leading a committee/Season

#### **2. Shore Assignments (all)**

- Recruiting Duty (serving as LSO or LCPO)/RDC (Ship LCPO)/ATG (obtained ATS/MTS)/TYCOM Staff/BUPERS/SPECWAR/Expeditionary/Rating Instructor (obtained MTS) (All screened billets)/FLC's (impact billet on the waterfront)/ASD (with documented impact)
- Completed PPME/JPME/SEJPME I and II/USMAP/SEA
- Served as SEL or DLCPO



## DC CAREER PATH FULL TIME SUPPORT (FTS)



Damage Control personnel are technicians that perform maintenance and repair of damage control equipment and systems; plans, supervise, and perform tasks necessary for damage control, ships stability, preservation of watertight integrity, firefighting, chemical, biological and radiological warfare defense; instructs and coordinates damage control parties; instructs the technique of damage control, chemical, biological, and radiological defense, and prepares records and reports.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE ROTATION	TYPICAL CAREER PATH DEVELOPMENT
20-30	DCCM DCCS DCC	21.5 Yrs 15.7 13.3	CMDPCM, CMDCS, CMD SEL, CWO	36/36 48/36 36/36	Sea Tour Billet: CMDPCM, CSEL Duty: Ship (DDG) Qualification: SW, AW, SEA, DCTT, 3MTT, 756B (CBR), U46A (Prgm Mgr)
				36/36 48/36 36/36	Shore Tour Billet: CSEL Duty: CNRFC, NOSC Qualification: SEA, 756B (CBR), U46A (Prgm Mgr), 833A (Dis Prep)
16-20	DCCS DCC DC1	15.7 Yrs 13.3 8.6	CMDCS, CMD SEL, ECM, LDO, CWO	48/36 36/36 36/36	Sea Tour Billet: LCPO. Duty: Ship (LHD, LPD, LSD), DESRON Qualification: SW, AW, DCTT, 3MTT, SEA, 756B (CBR), U46A (Prgm Mgr)
				48/36 36/36 36/36	Shore Tour Billet: CMDCS, CSEL, Trng Mgr, 3MC, Inst Duty: NOSC, RTC, FF School Qualification: 756B (CBR), U46A (Prgm Mgr), 833A (Dis Prep), RSEM
12-16	DCC DC1 DC2	13.3 Yrs 8.6 4.7	CMD SEL, RDC, Equal Opportunity Advisor, Detailer, LDO, CWO	36/36 36/36 48/36	Sea Tour Billet: LCPO, LPO. Duty: Ship (CG, DDG, LPD). Qualification: SW, AW, DCTT, 3MTT, SEA, 756B (CBR), U46A (Prgm. Mgr)
				36/36 36/36 48/36	Shore Tour Billet: Trng Mgr, Detailer, Inst, 3MC Duty: NOSC, NPC, RTC, FF School Qualification: MTS, 756B (CBR), U46A (Prgm Mgr), 9502 (Instructor), 833A (Dis Prep), RSEM





# **DC CAREER PATH** **FULL TIME SUPPORT (FTS)**



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE ROTATION	TYPICAL CAREER PATH DEVELOPMENT
8-12	DC1 DC2	8.6 Yrs 4.7	LDO	36/36 48/36	Sea Tour Billet: LPO, WCS. Duty: Ship (CG, DDG, LHD, LPD) Qualification: SW, AW, DCTT, 756B (CBR), U46A (Prgm Mgr)
				36/36 48/36	Shore Tour Billet: Instructor, RDC, 3MC Duty: Schoolhouse, RTC, NOSC Qualification: MTS, 756B (CBR), U46A (Prgm Mgr), 9502 (Instructor), 833A (Dis Prep)
4-8	DC2 DC3	4.7 Yrs 2.6	STA-21	48/36 48/36	Sea Tour Billet: Operator/Maintenance WCS Duty: Ship (DDG, LSD, LHD) Qualification: SW, AW, 756B (CBR)
				48/36 48/36	Shore Tour Billet: Instructor, RDC Duty: RTC, Schoolhouse, NOSC Qualification: MTS, 756B (CBR), U46A (Prgm Mgr), 833A (Dis Prep)
1-4	DC3	2.6 Yrs	STA-21	48/36	Sea Tour Billet: Operator/Maintenance. Duty: Ship (DDG, LHD) Qualification: SW, AW, 756B (CBR)
				48/36	Shore Tour Billet: Damage Control Duty: NOSC Qualification: As assigned
1+/-	DCFN and below Accession Training	9 Months		48/36	Sea Tour Billet: Operator/Maintenance Duty: Ship (DDG, LHD, LPD) Qualification: SW, AW
				48/36	Recruit Training and all schools required to be completed prior to reporting to their first operational command.



## DC CAREER PATH FULL TIME SUPPORT (FTS)



### Notes:

1. "A" School NOT required.
2. Former MR/HT (2011) Merger converted to DC.
3. DC-FTS is a sea intensive rating (refer to Sea/Shore Rotation front page).
4. DC-FTS is not required to hold a security clearance; however, there may be certain billets that require a clearance.
5. In-rating, shore duty is limited and is normally at a Navy Operational Support Center (NOSC) or schoolhouse.
6. Tours at NPC and BUPERS require screening.
7. In order to be the Senior DC on board a Ship, NEC U46A must be attained.
8. NEC information:
  - a. 756B - Shipboard Chemical, Biological and Radiological-Defense (CBR-D) Operations and Training Specialist. Train and advises shipboard personnel on the integration of CBR-D doctrine into command organization and operations in addition to the necessary protective measures for defense against and recovery from shipboard chemical, biological, or radiological involvement. Supervise and perform operational procedures and organizational level maintenance on CBR-D detection, protection and removal equipment.
  - b. U46A - Senior Enlisted Damage Control Program Management and Training Specialist. Performs managerial and safety supervisor functions in support of DC, Fire Fighting (FF), and CBR-D programs. Performs duties as the Ship's DC, FF, and CBR-D subject matter expert. Responsible for shipboard DC/FF/CBR-D equipment maintenance. Troubleshoots installed firefighting systems. Assists the DC Assistant in organizing and training the Ship's DC and FF Teams. Plans and evaluates DC/FF/CBR-D exercises and performs as the Ship's Assist Gas Free Engineer.
  - c. 833A - Disaster Preparedness Operations and Training Specialist. Advises command on how to integrate into the normal command organization the functions necessary to prepare for, defend against, and recover from major accidents, natural and man-made disasters; assists in the coordination with local, civic authorities on disaster response operations; conducts training for nuclear, biological, and chemical (NBC) warfare defense to include hazard awareness, individual protection, decontamination, and mission restoration; performs organizational maintenance on NBC defense equipment; uses equipment complying with procedures required by Nuclear Regulatory Commission license.

### Considerations for advancement from E6 to E7

1. Sea Assignments (all)
  - LPO/ALPO at Sea/Operational/Joint
  - Qualified EDO/EOOW a plus
  - INSURV Team Lead a plus
  - At least one warfare pin
  - DCTT Coordinator/U46A NEC
  - Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
  - FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
  - Command collateral duties with documented impact
  - Qualified 3M 301-303 but having qualified 3M 304 and 3M 305 are breakouts



## DC CAREER PATH FULL TIME SUPPORT (FTS)



2. Shore Assignments (all)
  - RDC(w/MTS)/NPC/CNFRFC/Expeditionary/Rating Instructor (All screened billets requiring special screening)
  - Instructor Duty (805A) (MTS at all levels)
  - Personnel assigned to Navy Operational Support Centers (NOSC) **SHALL** complete the NOSC Watchstander PQS (NAVEDTRA 43075)
  - Completed PPME, USMAP
  - Community involvement (leading to a MOVSM)
  - Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
  - FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
  - Command collateral duties with documented impact

### Considerations for advancement from E7 to E8

1. Sea Assignments (all)
  - Department LCPO/LCPO FDNF a plus
  - Qualified EDO/EOOW a plus
  - At least one warfare pin
  - DCTT Coordinator/U46A NEC
  - CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
  - Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
  - CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
  - Command collateral duties with documented impact
  - Command Warfare Coordinator
  - Completed PPME/JPME/USMAP
2. Shore Assignments (all)
  - NOSC Command Chief/RDC(w/MTS)/NPC/CNFRFC/Expeditionary/Rating Instructor (All screened billets requiring special screening)/FLC's (impact billet on the waterfront)/ASD (with documented impact)
  - Completed PPME/JPME/SEJPME I/USMAP
  - Obtained MOVSM
  - CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
  - Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
  - CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
  - Command collateral duties with documented impact

### Considerations for advancement from E8 to E9

1. Sea Assignments (all)
  - DLCPO/LCPO(CVN) at Sea/Operational/Joint, FDNF a plus
  - Should be qualified Senior Enlisted Watchbill Coordinator, and other outside the normal scope (ie: OOD (U/W)
  - At least one warfare pin
  - DCTT Coordinator/NECU46A
  - CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
  - Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions



## DC CAREER PATH FULL TIME SUPPORT (FTS)



- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
  - Command collateral duties with documented impact
  - Completed PPME/JPME/USMAP
2. Shore Assignments (all)
- CMDCS/NOSC CMD SEL/RDC(w/MTS)/NPC/CNFRFC/Expeditionary/Rating Instructor (All screened billets requiring special screening)/FLC's (impact billet on the waterfront)/ASD (with documented impact)
  - Completed PPME/JPME/SEJPME I and II/USMAP
  - Served as SEL or DLCPO
  - Obtained MOVSM
  - CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
  - Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
  - CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
  - Command collateral duties with documented impact



**DC CAREER PATH**  
**SELECTED RESERVE (SELRES)**



Damage Control personnel are technicians that perform maintenance and repair of damage control equipment and systems; plans, supervise, and perform tasks necessary for damage control, ships stability, preservation of watertight integrity, firefighting, chemical, biological and radiological warfare defense; instructs and coordinates damage control parties; instructs the technique of damage control, chemical, biological, and radiological defense, and prepares records and reports.

<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/ShORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>
26-30	DCCM	21 Yrs	CMC	N/A	Billet: CMC, Regional SEL, Unit SEL, Dept. Head. Duty: Exp Maint Det, Surge Main, ATG, SRF, OPS Support, ACU, LCS. Qualification: SW, MTS, SEA.
23-26	DCCM DCCS	21 Yrs 16.5	LDO, CWO, OSC, DIRCOM, CMC, CSC	N/A	Billet: CMC, CSC, Regional SEL, Unit SEL, Dept. Head. Duty: Exp Maint Det, Surge Main, ATG, SRF, OPS Support, ACU, LCS. Qualification: SW, MTS, SEA, U46A (Prgm. Mgr).
20-23	DCCM DCCS DCC	21 Yrs 16.5 12	LDO, CWO, OSC, DIRCOM, CMC, CSC	N/A	Billet: CMC, CSC, Regional SEL, Unit SEL, Dept. Head, LCPO Duty: Exp Maint Det, Surge Main, ATG, SRF, OPS Support, ACU, LCS. Qualification: SW, MTS, SEA, 756B (CBR), U46A (Prgm. Mgr), 805A (Instructor).
16-20	DCCS DCC DC1	16.5 Yrs 12 8.5	LDO, OSC, DIRCOM, CSC	N/A	Billet: CSC, Unit SEL, LCPO, LPO, Instructor, CCC. Duty: Exp Maint Det, Surge Main, ATG, SRF, OPS Support, ACU, LCS. Qualification: SW, SEA, MTS, 756B (CBR), U46A (Prgm. Mgr), 805A (Instructor).
12-16	DCC DC1 DC2	12 Yrs 8.5 4.5		N/A	Billet: LCPO, LPO, WCS, CCC, Instructor. Duty: Exp Maint Det, Surge Main, ATG, SRF, OPS Support, ACU, LCS. Qualification: SW, MTS, 756B (CBR), 805A (Instructor), Craftsman, 3M Maintenance Person.



**DC CAREER PATH  
SELECTED RESERVE (SELRES)**



4-12	DC1 DC2 DC3	8.5 Yrs 4.5 2		N/A	Billet: LPO, WCS, Instructor, Craftsman, Operations. Duty: Exp Maint Det, Surge Main, ATG, SRF, OPS Support, ACU, LCS. Qualification: SW, 756B (CBR), Craftsman.
1-4	DC2 DC3	4.5 Yrs 2	STA-21, OCS, MECP, DIRCOM	N/A	Billet: WCS, Craftsman, Operations. Duty: Exp Maint Det, Surge Main, ATG, SRF, OPS Support, ACU, LCS. Qualification: SW, 756B (CBR), Craftsman, 3M Maint Person
1+/-	DC3 DCFN DCFA Accession Training	9 Months			Recruit Training and all schools required to be completed prior to reporting to their first operational command.

Notes:

1. "A" School is not required for this rating.
2. "C" School / NEC's are only required for certain Reserve billets but are career enhancing.
3. Warfare devices are not required for Reservists but if obtainable they are career enhancing.
4. A best and most fully qualified DCC should have experience as a Training LPO, Shop LPO, Unit LPO, WCS, Instructor or CCC. Participated in Sailor 360 Training, FCPOA involvement or holds a position and has completed the PPME. Unit and Regional assignments while in SELRES status are career enhancing as well as strong performance in challenging command or competency level collaterals and other qualifications that support the command mission. Other highly favorable milestones are being awarded SOY, SOQ and the Military Outstanding Volunteer Service Medal (MOVSM).
5. A best and most fully qualified DCCS should have experience as a Unit LCPO, Unit SEL, Department Head or Competency SEL. Has completed the PPME/JPME or obtained the MOVSM. Regional and National assignments while in SELRES status are career enhancing as well as strong performance in challenging command or competency level collaterals and other qualifications that support the command mission. Is actively involved or holds a position in the CPO Mess, Sailor 360 training, CPO Initiation and CPOA. Early completion of the SEA is highly favorable.
6. A best and most fully qualified DCCM should have experience as a Unit SEL, Department Head, Competency SEL or CSC. Has completed the PPME/JPME or obtained the MOVSM. Regional and National assignments while in SELRES status are career enhancing as well as strong performance in challenging command or competency level collaterals and other qualifications that support the command mission. Is actively involved or holds a position in the CPO Mess, Sailor 360 training, CPO Initiation and the CPOA. Has successfully completed the SEA or other service equivalent.
7. NEC information:



**DC CAREER PATH**  
**SELECTED RESERVE (SELRES)**



- a. 756B - Shipboard Chemical, Biological and Radiological-Defense (CBR-D) Operations and Training Specialist train and advises shipboard personnel on the integration of CBR-D doctrine into command organization and operations in addition to the necessary protective measures for defense against and recovery from shipboard chemical, biological, or radiological involvement. Supervise and perform operational procedures and organizational level maintenance on CBR-D detection, protection and removal equipment.
- b. U46A - Senior Enlisted Damage Control Program Management and Training Specialist perform managerial and safety supervisor functions in support of Damage Control (DC), Fire Fighting (FF), and Chemical, Biological, and Radiological-Defense (CBR-D) programs. Performs duties as the ship's DC, FF, and CBR-D subject matter expert. Responsible for shipboard DC/FF/CBR-D equipment maintenance. Troubleshoots installed firefighting systems. Assists the Damage Control Assistant in organizing and training the ship's damage control and firefighting teams. Plans and evaluates DC/FF/CBR-D exercises and performs as the ship's Assistant Gas Free Engineer.
- c. 833A - Disaster Preparedness Operations and Training Specialist advise command on how to integrate into the normal command organization the functions necessary to prepare for, defend against, and recover from major accidents, natural and man-made disasters; assists in the coordination with local, civic authorities on disaster response operations; conducts training for nuclear, biological, and chemical (NBC) warfare defense to include hazard awareness, individual protection, decontamination, and mission restoration; performs organizational maintenance on NBC defense equipment; uses equipment complying with procedures required by Nuclear Regulatory Commission.



## Damage Controlman Occupational Advancement Requirement Standards (OARS) to E4 NAVEDTRA 44031

NAME: \_\_\_\_\_

These Occupational Advancement Requirement Standards (OARS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OARS is based on the Personnel Advancement Requirements (PARS) that were in place prior to 2000 and encompass the Occupational Standards (OCCSTDs) for the rating/paygrade.

Generally, each OARS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the candidate can perform the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OARS task element due to equipment configuration, mission, or operational status, a command may deem a physical demonstration portion not mandatory. However, commanding officers (CO) must be satisfied that the individual possesses the necessary knowledge, skills, and abilities (KSAs) and can properly demonstrate any OARS task at the E4 paygrade, at the current command or other future commands before final signature.

OARS is not designed to replace other qualification programs such as Personnel Qualification Standards (PQS). OARS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs. OARS is noncompetitive and no relative or absolute mark is assigned.

### CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR EXPLOSIVE (CBRNE) DEFENSE

Task Objective	** Supv Init	Date
Collect biological agents		
Conduct preventive maintenance on Improved Point Detection System (IPDS)		
Conduct preventive maintenance on Joint Biological Point Detection System (JBPDs)		
Decontaminate ship		
Detect chemical agents		
Establish Contamination Control Areas (CCA)		
Establish Decontamination (DECON) stations		
Inspect chemical protective equipment		
Inventory consumable chemical and biological items (e.g., Biological Response Kit (BRK), Hand Held Assembly (HHA), Decontamination Station Equipment (DSE), etc.)		
Issue chemical protection equipment		
Monitor installed chemical and biological systems for air contamination		
Set Mission Oriented Protective Posture (MOPP) levels		
Test Decontamination (DECON) showers		
Troubleshoot Joint Biological Point Detection System (JBPDs)		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

\_\_\_\_\_

### PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)



## DAMAGE CONTROL

Task Objective	** Supv Init	Date
Activate Aqueous Film Forming Foam (AFFF) stations		
Activate Carbon Dioxide (CO2) fixed flooding		
Activate Damage Control Console (DCC) ventilation systems		
Actuate fire main valves from Damage Control Console (DCC)		
Actuate fire pumps from Damage Control Console (DCC)		
Actuate halon systems		
Actuate watermist systems		
Conduct heat stress surveys		
Dewater spaces using installed eductors		
Inspect Damage Control (DC) communication systems		
Inspect tanks and voids		
Install emergency pipe patches		
Install hull patches		
Monitor Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA) pressure gauges		
Perform emergency access actions		
Supervise casualty response team (flooding, ruptured pipes, toxic gas, etc.)		
Supervise firefighting team for class A, B, C, and D fires		
Take soundings (e.g., compartments, tanks, voids, etc.)		
Test atmosphere for hazardous materials		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

#### PENALTY STATEMENT

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## EQUIPMENT MAINTENANCE

Task Objective	** Supv Init	Date
Activate Aqueous Potassium Carbonate (APC) system		
Charge Self-Contained Breathing Apparatus (SCBA) bottles using the High Pressure Breathing Air Compressor (HPBAC)		
Conduct preventive maintenance on balance joiner doors		
Conduct preventive maintenance on ballast control systems		
Conduct preventive maintenance on installed eductor systems		
Conduct preventive maintenance on Self-Contained Breathing Apparatus (SCBA) charging stations (i.e., High Pressure Breathing Air Compressors (HPBAC), High Pressure Filter Assembly (HFPA)/Air Booster Pump Assembly (ABPA), Breathing Air Recirculation System)		
Conduct preventive maintenance on watermist systems		
Maintain Aqueous Film Forming Foam (AFFF) systems		
Maintain Aqueous Potassium Carbonate (APC) systems		
Maintain aviation fire fighting equipment		
Maintain battle lanterns		
Maintain Collective Protective Systems (CPS)		
Maintain Damage Control (DC) helmet lights		
Maintain Damage Control Repair Station (DCRS) equipment		
Maintain electrical submersible pumps		
Maintain Emergency Escape Breathing Devices (EEBD)		
Maintain emergency overboard discharge connections		
Maintain fan unit cooling coils		
Maintain Fire Fighting Ensembles (FFE)		
Maintain fire hoses		
Maintain fire main systems		
Maintain fire stations		
Maintain fluid strainers		
Maintain freshwater firefighting systems		
Maintain fume tight doors		
Maintain gas masks		

Task Objective	** Supv Init	Date
Maintain gas-free engineering test equipment		
Maintain halon systems		
Maintain inflatable life vests		
Maintain installed Carbon Dioxide (CO2) systems		
Maintain ladder components		
Maintain Manual Valve Hydraulic Control (MVHC) stations		
Maintain Naval Firefighter's Thermal Imagers (NFTI)		
Maintain portable Aqueous Film Forming Foam (AFFF) equipment		
Maintain portable Carbon Dioxide (CO2) fire extinguishers		
Maintain portable educutors		
Maintain portable electric de-smoking fans		
Maintain portable emergency access equipment		
Maintain portable emergency pumps		
Maintain Portable Exothermic Cutting Units (PECU)		
Maintain portable smoke generators		
Maintain portable water driven blowers		
Maintain Potassium Bicarbonate (PKP) bottles		
Maintain pre-heater and re-heater coils		
Maintain Self-Contained Breathing Apparatus (SCBA) equipment		
Maintain sprinkler systems		
Maintain Supplied-Air Respirator/Self-Contained Breathing Apparatus (SAR/SCBA)		
Maintain variable nozzles		
Maintain ventilation ducting		
Maintain ventilation filters		
Maintain ventilation weather openings		
Maintain water wash down systems		
Maintain watertight and ballistic doors, hatches, and scuttles		
Repair balance joiner door components		
Repair installed educator systems		
Troubleshoot balance joiner doors		
Troubleshoot ballast control systems		
Troubleshoot installed educator systems		
Troubleshoot Self-Contained Breathing Apparatus (SCBA) charging stations (i.e., High Pressure Breathing Air Compressors (HPBAC), High Pressure Filter Assembly (HFPFA)/Air Booster Pump Assembly (ABPA), Breathing Air Recirculation System/Breathing Air Chrg		
Troubleshoot watermist systems		

\*\* Supv Init may be LPO or E5 or above designee

**DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:**

**PENALTY STATEMENT**

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**SHIPBOARD DAMAGE CONTROL TRAINING**

Task Objective	** Supv Init	Date
Conduct installed/portable Damage Control (DC) equipment training		
Conduct protective clothing training		

\*\* Supv Init may be LPO or E5 or above designee

**DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:**

**PENALTY STATEMENT**

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## TECHNICAL ADMINISTRATION

Task Objective	** Supv Init	Date
Calculate daily draft reports		
Prepare for training cycle inspections		
Review Hazardous Material (HAZMAT) inventories		
Review Hazardous Material User Guides (HMUG)		
Review Material Safety Data Sheets (MSDS)		
Update Damage Control Console (DCC) logs		
Verify accuracy of master Damage Control (DC) book		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

#### PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

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**COMMAND ENDORSEMENT**

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.  
Signature level at discretion of command.

**DIVISION OFFICER:**

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**DEPARTMENT LCPO:**

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**DEPARTMENT HEAD:**

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**COMMAND CAREER COUNSELOR:**

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**COMMAND MASTER CHIEF:**

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**COMMANDING OFFICER:**

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**PENALTY STATEMENT**

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.  
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

**Command Comments – Command Use Only:**

**Enlisted Community Manager Comments:**

Once an individual Sailor's Occupational Advancement Requirement Standards (OARS) have been completed and endorsed by the local Command, documentation of completed OARS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OARS completion as well as Command and Navy Advancement stakeholders ability to monitor the execution of OARS.



## Damage Controlman Fireman Recruit to Fireman

NAME: \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
EPACT <sup>1</sup>	Great Lakes	A-652-0012 CDP 04V1	25 days	
BECC Advanced <sup>1</sup>	Great Lakes	A-652-0011 CDP 04VUZ	18 days	
DC Strand <sup>1</sup>	Great Lakes	A-495-0038 CDP 749Z	15 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
General Shipboard Firefighting SCBA <sup>1</sup>	Various	A-495-0416	1 day	
Advanced Shipboard Fire Fighter <sup>1</sup>	Various	A-495-0419	4 days	
Team Trainer Wet Trainer (Buttercup) <sup>1</sup>	Various	K-495-0045	1 day	
Foam Generation Systems Operation and Maintenance <sup>1</sup>	Various	K-495-2179	4 days	
Watertight Closures Inspector <sup>1</sup>	Norfolk, VA / Mayport, FL / San Diego, CA / Pearl Harbor, HI / Yokosuka, Japan	K-495-0401	2 days	
Submarine Damage Control Petty Officer (DCPO) <sup>1</sup>	Various	A-495-2054	5 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

#### JOB DESCRIPTION

The duties performed by Damage Controlmen include: The duties performed by DC's include: Primary members of ships' Flying Squad and Condition I (General Quarters) firefighting and damage control teams. Other responsibilities include, but are not limited to; operating, repairing and maintaining installed firefighting systems and equipment, damage control equipment, and chemical, biological and radiological defense equipment; training shipboard personnel in the operation, maintenance and repair of damage control systems and equipment, life saving devices, and various firefighting methods; performing emergency repairs to decks, structures and hulls by emergency pipe patching, plugging, and shoring; performing maintenance and repair of watertight closures and assorted fittings; performing emergency repairs to piping fittings and fixtures; acting as the Ships Fire Marshal or Duty Fire Marshal and firefighting leaders; training ship's company in chemical, Primary members of Rescue and Assistance Detail, Crash and Salvage Team and Hazardous Spill Response Team. Other responsibilities to include Gas Free Engineering, Stability and Buoyancy, Space safety inspection of portable & fixed ff equipment. Performing crash rescue, firefighting, crash removal and damage control duties in connection with launching and recovery of aircraft (DDG, CG, LCS etc.) biological and radiological defense.

#### RECOMMENDED BILLET ASSIGNMENTS

Damage Controlmen work in a variety of climates at sea and ashore. They perform their work at sea and in port in a controlled climate, but are often called upon to work in machinery spaces and flight decks in various sea states and weather conditions.

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)			
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)			
Date Advanced: <input type="text"/>	Eligible Advancement Date: <input type="text"/>	Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>	Security Clearance Level: <input type="text"/>	Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:

6 Month:  12 Month:  18 Month:

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS:  Career Waypoint not approved:

Rating Conversion:  Navy Formal Training Schools Request ("A"/"C"etc):

Transfer:  Separation:  Career Status Bonus (election message received):

Physical Fitness Test Failure:  Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21):  Medical Enlisted Commissioning Program (MECP):

Naval Academy:  Naval Academy Preparatory School (NAPS):

Officer Candidate School:

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Surface Warfare Specialist		
Aviation Warfare Specialist (Optional if Available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the DC-Damage Controlman rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E5	Board of Certified Safety Professionals (BCSP)	Occupational Hygiene and Safety Technologist (OHST)	
	Board of Certified Safety Professionals (BCSP)	Safety Management Specialist (SMS)	
E5	International Code Council (ICC)	Fire Inspector I - 66	
E5	International Code Council (ICC)	Fire Inspector II - 67	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
	United States Coast Guard (USCG)	STCW III/1 - OICEW or DDE 750 kW/1000 HP or More	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.



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**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the DC-Damage Controlman rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Fire Fighter	
	Industrial Maintenance Mechanic	

## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the DC-Damage Controlman Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Emergency Management Directors
Emergency Medical Technicians
Fire Inspectors and Investigators
Firefighters
First-Line Supervisors of Firefighting and Prevention Workers
Installation, Maintenance, and Repair Workers, All Other
Maintenance and Repair Workers, General
Occupational Health and Safety Specialists
Paramedics
Plumbers, Pipefitters, and Steamfitters
Training and Development Specialists

Occupation (Federal Employer)
0018 - Safety and Occupational Health Management Series
0081 - Fire Protection and Prevention Series
0350 - Equipment Operator Series
0804 - Fire Protection Engineering Series
1601 - Equipment, Facilities, and Services Series
1603 - Equipment, Facilities, and Services Assistance Series
1670 - Equipment Services Series
4737 - General Equipment Mechanic
4816 - Protective and Safety Equipment Fabricating and Repairing
9915 - Assistant Damage Control Officer
9918 - Damage Control Leader
9919 - Damage Control Assistant Leader
9929 - Damage Controlman

## STAY NAVY

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### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

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### Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

**AC/FTS TRANSFER:**

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

**SELRES TRANSFER:**

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

**SEPARATING/RETIRE\*:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

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**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  Push-ups  /  Run/Swim/Cardio  /

Overall Score  /

List date (if) any PRT/BCA failure(s) over the last 5 years  /

List if any Medical Waiver(s)  /

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB

**E1/E2/E3 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course <sup>5</sup>	Water front/ Flightline/ Various <sup>4</sup>	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) <sup>6</sup>	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

6 - Required for delivery in "A" School for all ratings

**E1/E2/E3 REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				



**E1/E2/E3 RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level   <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**E1/E2/E3 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRF-C-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRF-C-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-C-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):

[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**E1/E2/E3 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Damage Control Rating Manual	MNP/PQS/NRTC	NAVEDTRA 14057		
Engineering Apprentice PQS	MNP/PQS	NAVEDTRA 43701 Ch 1		
Engineering Fundamentals	MNP/PQS	NAVEDTRA 43103-A		
Damage Control Watches PQS	MNP/PQS/NRTC	NAVEDTRA 43119 Series		
Damage Control PQS	MNP/PQS	NAVEDTRA 43119-M		
NSTM 077 Personnel Protective Equip		NAVSEA S9086-CL-STM-010/CH 077		
NSTM 079 V2, Practical Damage Control		NAVSEA S9086-CN-STM-020/CH-079V2		
NSTM 505, Piping Systems		NAVSEA S9086-RK-STM-010/CH 505		
NSTM 555 V1, Surface Ship Firefighting		NAVSEA S9086-S3-STM-010/CH 555V1		
NSTM Tagout Users Manual		NAVSEA S0400-AD-URM-010/TUM		
3M Manual		OPNAVINST 4790.8		
Navy Safety Manual		OPNAVINST 5100.19 Series		
Navy SORM		OPNAVINST 3120.32		
Firefighting (FF) Procedures	MNP	CNE-EPOC-WBS-25.05.02-0001	3 hours	
Firefighting (FF) Procedures for Ventilation Fires	MNP	CNE-EPOC-ELO-25.05.02.02-00001	2 hours	
Firefighting (FF) Procedures for Non-Engineering Space	MNP	CNE-EPOC-ELO-25.05.02.01-00001	2 hours	
Portable Firefighting Equipment Procedures	MNP	CNE-EPOC-ELO-25.05.01.01-00001	2 hours	
Procedures for Firefighting (FF) Systems and Equipment Operation, Maintenance, and Stowage	MNP	CNE-EPOC-WBS-25.05.01-00001	3 hours	
Relieving Firefighting Team Members	MNP	CNE-EPOC-ELO-29.04.01.01-00001	2 hours	
Shipboard Aircraft Fire Fighting (J-495-0413) Extinguishment Procedures	MNP	CNATT-000-SFF-043-007-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Hose Handling Procedures	MNP	CNATT-000-SFF-043-006-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Portable Fire Fighting Extinguishers	MNP	CNATT-000-SFF-043-005-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Safety	MNP	CNATT-000-SFF-043-001-A0	1 hour	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

### READINESS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/">https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/</a> for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes &amp; Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

### CAPABILITIES

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/">https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/</a> for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

### CAPACITY

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/">https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/</a> for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

### SAILORS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/">https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/</a> for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

### MCPON's Suggested Reading

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/">https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/</a> for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

**E1/E2/E3 RECOMMENDED COMMUNITY READING**

Title	Completed
None	



## Damage Controlman Petty Officer Third Class (Apprentice/Journeyman)

NAME: \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
General Shipboard Firefighting SCBA <sup>1</sup>	Various	A-495-0416	1 day	
Advanced Shipboard Fire Fighter <sup>1</sup>	Various	A-495-0419	4 days	
Team Trainer Wet Trainer (Buttercup) <sup>1</sup>	VARIOUS	K-495-0045	1 day	
Foam Generation Systems Operation and Maintenance <sup>1</sup>	Various	K-495-2179	4 days	
Watertight Closures Inspector <sup>1</sup>	Norfolk, VA / Mayport, FL / San Diego, CA / Pearl Harbor, HI / Yokosuka, Japan	K-495-0401	2 days	
Fire Protection and Life Safety <sup>1</sup>	Various	A-493-0075	4 days	
Hazardous Substance Incident Response Management <sup>1</sup>	Various	A-493-0077	3 days	
Submarine Damage Control Petty Officer (DCPO) <sup>1</sup>	Various	A-495-2054	5 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

#### JOB DESCRIPTION

The duties performed by Damage Controlmen include: The duties performed by DC's include: Primary members of ships' Flying Squad and Condition I (General Quarters) firefighting and damage control teams. Other responsibilities include, but are not limited to; operating, repairing and maintaining installed firefighting systems and equipment, damage control equipment, and chemical, biological and radiological defense equipment; training shipboard personnel in the operation, maintenance and repair of damage control systems and equipment, life saving devices, and various firefighting methods; performing emergency repairs to decks, structures and hulls by emergency pipe patching, plugging, and shoring; performing maintenance and repair of watertight closures and assorted fittings; performing emergency repairs to piping fittings and fixtures; acting as the Ships Fire Marshal or Duty Fire Marshal and firefighting leaders; training ship's company in chemical, biological and radiological defense. Primary members of Rescue and Assistance Detail, Crash and Salvage Team and Hazardous Spill Response Team. Other responsibilities to include Gas Free Engineering, Stability and Buoyancy, Space safety inspection of portable & fixed ff equipment. Performing crash rescue, firefighting, crash removal and damage control duties in connection with launching and recovery of aircraft (DDG, CG, LCS etc.) fire protection fundamentals, organizations and safety; fire behavior; fire alarm and communications; building construction; fire prevention; emergency medical care/first responder skills; emergency care plans; structural firefighting principles; personal protective equipment; forcible entry; ropes/knots, rescue practices; rescue activities and vehicle extrication; ladder and ventilation practices; structural fire ground operations; water supplies; hazardous materials responder at the awareness and operations levels; airport firefighter; aircraft and airport familiarization; aircraft response and firefighting principles; and live fire training.

#### RECOMMENDED BILLET ASSIGNMENTS

Damage Controlmen work in a variety of climates at sea and ashore. They perform their work at sea and in port in a controlled climate, but are often called upon to work in machinery spaces and flight decks in various sea states and weather conditions. Base Fire Department/Airport Firefighter.

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E4 (1 year time in service required to be eligible for advancement to E5)			
Date Advanced: <input type="text"/>	Eligible Advancement Date: <input type="text"/>	Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>	Security Clearance Level: <input type="text"/>	Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS:  Career Waypoint not approved:

Rating Conversion:  Navy Formal Training Schools Request ("A"/"C"etc):

Transfer:  Separation:  Career Status Bonus (election message received):

Physical Fitness Test Failure:  Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21):  Medical Enlisted Commissioning Program (MECP):

Naval Academy:  Naval Academy Preparatory School (NAPS):

Officer Candidate School:

## RECORD REVIEW CHECKLIST

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Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
  1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
  2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Surface Warfare Specialist		
Aviation Warfare Specialist (Optional if Available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:



## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the DC-Damage Controlman rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E5	Board of Certified Safety Professionals (BCSP)	Occupational Hygiene and Safety Technologist (OHST)	
	Board of Certified Safety Professionals (BCSP)	Safety Management Specialist (SMS)	
E5	International Code Council (ICC)	Fire Inspector I - 66	
E5	International Code Council (ICC)	Fire Inspector II - 67	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
	United States Coast Guard (USCG)	STCW III/1 - OICEW or DDE 750 kW/1000 HP or More	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the DC-Damage Controlman rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Fire Fighter	
	Industrial Maintenance Mechanic	

## POST MILITARY OCCUPATIONS

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The following post military occupations are similar to the DC-Damage Controlman Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Emergency Management Directors
Emergency Medical Technicians
Fire Inspectors and Investigators
Firefighters
First-Line Supervisors of Firefighting and Prevention Workers
Installation, Maintenance, and Repair Workers, All Other
Maintenance and Repair Workers, General
Occupational Health and Safety Specialists
Paramedics
Plumbers, Pipefitters, and Steamfitters
Training and Development Specialists

Occupation (Federal Employer)
0018 - Safety and Occupational Health Management Series
0081 - Fire Protection and Prevention Series
0350 - Equipment Operator Series
0804 - Fire Protection Engineering Series
1601 - Equipment, Facilities, and Services Series
1603 - Equipment, Facilities, and Services Assistance Series
1670 - Equipment Services Series
4737 - General Equipment Mechanic
4816 - Protective and Safety Equipment Fabricating and Repairing
9915 - Assistant Damage Control Officer
9918 - Damage Control Leader
9919 - Damage Control Assistant Leader
9929 - Damage Controlman

## STAY NAVY

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### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

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### Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

**AC/FTS TRANSFER:**

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

**SELRES TRANSFER:**

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

**SEPARATING/RETIRE\*:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

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**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  Push-ups  /  Run/Swim/Cardio  /

Overall Score  /

List date (if) any PRT/BCA failure(s) over the last 5 years  /

List if any Medical Waiver(s)  /

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E4)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB



**E4 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course <sup>5</sup>	Water front/ Flightline/ Various <sup>4</sup>	NELD-03	2.5 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E5	Navy e-Learning	NETCPDC-PMK-EE-E5-1.0		
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

**E4 REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

#### E4 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level   <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**E4 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRF-C-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRF-C-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-C-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):

[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**E4 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Damage Control Rating Manual	MNP/PQS/NRTC	NAVEDTRA 14057		
Engineering Apprentice PQS	MNP/PQS	NAVEDTRA 43701 Ch 1		
Engineering Fundamentals	MNP/PQS	NAVEDTRA 43103-A		
Damage Control Watches PQS	MNP/PQS/NRTC	NAVEDTRA 43119 Series		
Damage Control PQS	MNP/PQS	NAVEDTRA 43119-M		
NSTM 077 Personnel Protective Equip		NAVSEA S9086-CL-STM-010/CH 077		
NSTM 079 V2, Practical Damage Control		NAVSEA S9086-CN-STM-020/CH-079V2		
NSTM 505, Piping Systems		NAVSEA S9086-RK-STM-010/CH 505		
NSTM 555 V1, Surface Ship Firefighting		NAVSEA S9086-S3-STM-010/CH 555V1		
NSTM Tagout Users Manual		NAVSEA S0400-AD-URM-010/TUM		
3M Manual		OPNAVINST 4790.8		
Navy Safety Manual		OPNAVINST 5100.19 Series		
Navy SORM		OPNAVINST 3120.32		
Firefighting (FF) Procedures	MNP	CNE-EPOC-WBS-25.05.02-0001	3 hours	
Firefighting (FF) Procedures for Ventilation Fires	MNP	CNE-EPOC-ELO-25.05.02.02-00001	2 hours	
Firefighting (FF) Procedures for Non-Engineering Space	MNP	CNE-EPOC-ELO-25.05.02.01-00001	2 hours	
Portable Firefighting Equipment Procedures	MNP	CNE-EPOC-ELO-25.05.01.01-00001	2 hours	
Procedures for Firefighting (FF) Systems and Equipment Operation, Maintenance, and Stowage	MNP	CNE-EPOC-WBS-25.05.01-00001	3 hours	
Relieving Firefighting Team Members	MNP	CNE-EPOC-ELO-29.04.01.01-00001	2 hours	
Shipboard Aircraft Fire Fighting (J-495-0413) Extinguishment Procedures	MNP	CNATT-000-SFF-043-007-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Hose Handling Procedures	MNP	CNATT-000-SFF-043-006-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Portable Fire Fighting Extinguishers	MNP	CNATT-000-SFF-043-005-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Safety	MNP	CNATT-000-SFF-043-001-A0	1 hour	
HazMat Awareness	MNP	HMA-NAVAIR-1.01	9 hours	
Fire Apparatus Driver/Operator - Pumper	MNP	CNIC-FADOP-1.0	10 hours	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

### READINESS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/">https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/</a> for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes &amp; Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

### CAPABILITIES

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/">https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/</a> for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

### CAPACITY

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/">https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/</a> for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

### SAILORS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/">https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/</a> for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

### MCPON's Suggested Reading

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/">https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/</a> for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

#### E4 RECOMMENDED COMMUNITY READING

Title	Completed
None	



## Damage Controlman Petty Officer Second Class (Journeyman)

NAME: \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Future skill training for journeyman level training will be included by EPOC upon successful completion. <sup>1</sup>				

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
General Shipboard Firefighting SCBA <sup>1</sup>	Various	A-495-0416	1 day	
Advanced Shipboard Fire Fighter <sup>1</sup>	Various	A-495-0419	4 days	
Firefighter Team Trainer <sup>1</sup>	Various	A-495-0018	1 day	
3M Work Center Supervisor 303 <sup>1</sup>	MNP/PQS	NAVEDTRA 43241		
Gas Free Engineer and Gas Free Petty Officer for Surface (Afloat) Operations <sup>1</sup>	Various	K-495-0051	4 days	
QA craftsman/Supervisor <sup>1</sup>	Various	A-4H-0002	5 days	
Foam Generation Systems Operation and Maintenance <sup>1</sup>	Various	K-495-2179	4 days	
Watertight Closures Inspector <sup>1</sup>	Norfolk, VA / Mayport, FL / San Diego, CA / Pearl Harbor, HI / Yokosuka, Japan	K-495-0401	2 days	
P-100 DC Pump OP & MAINT <sup>1</sup>	Various	A-495-0004		
CBR OPS Field and Team Training <sup>1</sup>	Various	A-494-0020	12 days	
Fire Protection and Life Safety <sup>1</sup>	Various	A-493-0075	4 days	
Hazardous Substance Incident Response Management <sup>1</sup>	Various	A-493-0077	3 days	
Safety Programs (Afloat) <sup>1</sup>	Various	A-493-2099	2 days	
Introduction to Navy Occupational Safety and Health (ASHORE) <sup>1</sup>	Various	A-493-0050	4 days	
Submarine Damage Control Petty Officer (DCPO) <sup>1</sup>	Various	A-495-2054	5 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
756B - Shipboard Chemical, Biological, & Radiological Specialist <sup>1</sup>	Ft. Leonardwood, MO	A-495-2062	12 days	
830A - Hazardous Material Control & Management (HMC&M) Technician <sup>1</sup>	Various	A-321-2600	3 days	
825A - Safety Technician <sup>1</sup>				
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser <sup>1</sup>	Pensacola, FL	S-501-0020	33 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

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## JOB DESCRIPTION

The duties performed by Damage Controlmen include: The duties performed by DC's include: Primary members of ships' Flying Squad and Condition I (General Quarters) firefighting and damage control teams. Other responsibilities include, but are not limited to; operating, repairing and maintaining installed firefighting systems and equipment, damage control equipment, and chemical, biological and radiological defense equipment; training shipboard personnel in the operation, maintenance and repair of damage control systems and equipment, life saving devices, and various firefighting methods; performing emergency repairs to decks, structures and hulls by emergency pipe patching, plugging, and shoring; performing maintenance and repair of watertight closures and assorted fittings; performing emergency repairs to piping fittings and fixtures; acting as the Ships Fire Marshal or Duty Fire Marshal and firefighting leaders; training ship's company in chemical, biological and radiological defense.

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## RECOMMENDED BILLET ASSIGNMENTS

Work as a Damage Controlman for afloat or shore providing command support operating engineering equipment, stand roving watches and provide maintenance and repair to electrical/propulsion/auxiliary equipment. Work as a firefighter ashore providing fire protection and fire prevention.

Other Opportunities:

- Joint Assignments
- GWOT Support Assignments
- Recruiter
- Instructor
- RDC
- DAPA
- SARP Counselor
- Career Counselor Base Fire Department/Airport Firefighter
- Safety Office
- Emergency Management Office/EOC
- CBR-D Office

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):		Date of Initial Entry Reserve Forces (DIERF):	
Pay Entry Base Date (PEBD):			
ADSD:	Report Date:	EAOS/EOS:	PRD: SEA / SHORE: /
PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E6)			
Date Advanced:	Eligible Advancement Date:	Number of times up:	
HYT Date:	Security Clearance Level:	Date Last updated:	
Command INDOC complete: <input type="text"/>			

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878  
(E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS:  Career Waypoint not approved:

Rating Conversion:  Navy Formal Training Schools Request ("A"/"C"etc):

Transfer:  Separation:  Career Status Bonus (election message received):

Physical Fitness Test Failure:  Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Naval Academy:  Naval Academy Preparatory School (NAPS):

Officer Candidate School:  Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP):  Medical Service Corps In-service Procurement:



## RECORD REVIEW CHECKLIST

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Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
  1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
  2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Personnel Qualification Standard		
301 Divisional Safety Petty Officer		
Naval Safety Supervisor Course (NAVEDTRA series)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Surface Warfare Specialist		
Aviation Warfare Specialist (Optional if Available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the DC-Damage Controlman rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E5	Board of Certified Safety Professionals (BCSP)	Occupational Hygiene and Safety Technologist (OHST)	
	Board of Certified Safety Professionals (BCSP)	Safety Management Specialist (SMS)	
E5	International Code Council (ICC)	Fire Inspector I - 66	
E5	International Code Council (ICC)	Fire Inspector II - 67	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
	United States Coast Guard (USCG)	STCW III/1 - OICEW or DDE 750 kW/1000 HP or More	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the DC-Damage Controlman rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Fire Fighter	
	Industrial Maintenance Mechanic	

## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the DC-Damage Controlman Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

<b>Occupation (Civilian Employer)</b>
Emergency Management Directors
Emergency Medical Technicians
Fire Inspectors and Investigators
Firefighters
First-Line Supervisors of Firefighting and Prevention Workers
Installation, Maintenance, and Repair Workers, All Other
Maintenance and Repair Workers, General
Occupational Health and Safety Specialists
Paramedics
Plumbers, Pipefitters, and Steamfitters
Training and Development Specialists

<b>Occupation (Federal Employer)</b>
0018 - Safety and Occupational Health Management Series
0081 - Fire Protection and Prevention Series
0350 - Equipment Operator Series
0804 - Fire Protection Engineering Series
1601 - Equipment, Facilities, and Services Series
1603 - Equipment, Facilities, and Services Assistance Series
1670 - Equipment Services Series
4737 - General Equipment Mechanic
4816 - Protective and Safety Equipment Fabricating and Repairing
9915 - Assistant Damage Control Officer
9918 - Damage Control Leader
9919 - Damage Control Assistant Leader
9929 - Damage Controlman

## STAY NAVY

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### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECCall.aspx>.

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### Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

**AC/FTS TRANSFER:**

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

**SELRES TRANSFER:**

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

**SEPARATING/RETIRE\*:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.



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**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  Push-ups  /  Run/Swim/Cardio  /

Overall Score  /

List date (if) any PRT/BCA failure(s) over the last 5 years  /

List if any Medical Waiver(s)  /

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E5)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB

**E5 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Intermediate Leader Development Course	Water front/ Flightline/ Various <sup>4</sup>	NELD-04	3 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E6	Navy e-Learning	NETCPDC-PMK-EE-E6-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

**E5 REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

## E5 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer First Class	Navy e-Learning	NRTC-NAVEDTRA-14145-MRFPO-FC-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**E5 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**E5 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Damage Control Rating Manual	MNP/PQS/NRTC	NAVEDTRA 14057		
Engineering Apprentice PQS	MNP/PQS	NAVEDTRA 43701 Ch 1		
Engineering Fundamentals	MNP/PQS	NAVEDTRA 43103-A		
Damage Control Watches PQS	MNP/PQS/NRTC	NAVEDTRA 43119 Series		
Damage Control PQS	MNP/PQS	NAVEDTRA 43119-M		
NSTM 074 V3, Gas Free Engineering		NAVSEA S9086-CH-STM-030/CH 074V3R4		
NSTM 077 Personnel Protective Equip		NAVSEA S9086-CL-STM-010/CH 077		
NSTM 079 V1, Stability & Buoyancy		NAVSEA S9086-CN-STM-010/CH 079 V1		
NSTM 079 V2, Practical Damage Control		NAVSEA S9086-CN-STM-020/CH-079V2		
NSTM 470, SHBD BW/CW Defense		NAVSEA S9086-QH-STM-010/CH 470		
NSTM 505, Piping Systems		NAVSEA S9086-RK-STM-010/CH 505		
NSTM 555 V1, Surface Ship Firefighting		NAVSEA S9086-S3-STM-010/CH 555V1		
NTTP 3-20.31 Surface Ship Survivability				
NSTM Tagout Users Manual		NAVSEA S0400-AD-URM-010/TUM		
3M Manual		OPNAVINST 4790.8		
Navy Safety Manual		OPNAVINST 5100.19 Series		
Navy SORM		OPNAVINST 3120.32		
Firefighting (FF) Procedures	MNP	CNE-EPOC-WBS-25.05.02-0001	3 hours	
Firefighting (FF) Procedures for Ventilation Fires	MNP	CNE-EPOC-ELO-25.05.02.02-00001	2 hours	
Firefighting (FF) Procedures for Non-Engineering Space	MNP	CNE-EPOC-ELO-25.05.02.01-00001	2 hours	
Portable Firefighting Equipment Procedures	MNP	CNE-EPOC-ELO-25.05.01.01-00001	2 hours	
Procedures for Firefighting (FF) Systems and Equipment Operation, Maintenance, and Stowage	MNP	CNE-EPOC-WBS-25.05.01-00001	3 hours	
Relieving Firefighting Team Members	MNP	CNE-EPOC-ELO-29.04.01.01-00001	2 hours	
Shipboard Aircraft Fire Fighting (J-495-0413) Extinguishment Procedures	MNP	CNATT-000-SFF-043-007-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Hose Handling Procedures	MNP	CNATT-000-SFF-043-006-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Portable Fire Fighting Extinguishers	MNP	CNATT-000-SFF-043-005-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Safety	MNP	CNATT-000-SFF-043-001-A0	1 hour	
HazMat Awareness	MNP	HMA-NAVAIR-1.01	9 hours	
Fire Instructor I	MNP	CNIC-FINST1-1.0	3 hours	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

### READINESS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/">https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/</a> for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes &amp; Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

### CAPABILITIES

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/">https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/</a> for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

### CAPACITY

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/">https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/</a> for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

### SAILORS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/">https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/</a> for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

### MCPON's Suggested Reading

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/">https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/</a> for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

## E5 RECOMMENDED COMMUNITY READING

Title	Completed
None	





## Damage Controlman Petty Officer First Class (Journeyman/Master)

**NAME:** \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
EPOC (once course is online and running) <sup>1</sup>				

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
General Shipboard Firefighting SCBA <sup>1</sup>	Various	A-495-0416	1 day	
Advanced Shipboard Fire Fighter <sup>1</sup>	Various	A-495-0419	4 days	
Firefighter Team Trainer <sup>1</sup>	Various	A-495-0018	1 day	
3M Work Center Supervisor 303 <sup>1</sup>	MNP/PQS	NAVEDTRA 43241		
Repair Parts Petty Officer 302 <sup>1</sup>	MNP/PQS	NAVEDTRA 43241		
QA craftsman/Supervisor <sup>1</sup>	Various	A-4H-0002	5 days	
Fire Protection and Life Safety <sup>1</sup>	Various	A-493-0075	4 days	
Hazardous Substance Incident Response Management <sup>1</sup>	Various	A-493-0077	3 days	
Safety Programs (Afloat) <sup>1</sup>	Various	A-493-2099	2 days	
Introduction to Navy Occupational Safety and Health (ASHORE) <sup>1</sup>	Various	A-493-0050	4 days	
Respiratory Protection Program Management <sup>1</sup>	Various	A-493-0072	4 days	
INTRODUCTION TO HAZARDOUS MATERIALS ASHORE <sup>1</sup>	Various	A-493-0031	4 days	
Electrical Standards <sup>1</sup>	Various	A-493-0033	4 days	
INTRODUCTION TO INDUSTRIAL HYGIENE FOR SAFETY PROFESSIONALS <sup>1</sup>	Various	A-493-0035	4 days	
NAVY ERGONOMICS PROGRAM <sup>1</sup>	Various	A-493-0085	4 days	
INCIDENT COMMAND SYSTEM 300 <sup>1</sup>	Various	A-493-2300	3 days	
Submarine Damage Control Petty Officer (DCPO) <sup>1</sup>	Various	A-495-2054	5 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
U46A - Senior Enlisted Damage Control <sup>1</sup>	Norfolk/San Diego	A-4G-1111	47 days	
756B - Shipboard Chemical, Biological, & Radiological Specialist <sup>1</sup>	Ft. Leonardwood, MO	A-495-2062	12 days	
830A - Hazardous Material Control & Management (HMC&M) Technician <sup>1</sup>	Various	A-321-2600	3 days	
825A - Safety Technician <sup>1</sup>				
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser <sup>1</sup>	Pensacola, FL	S-501-0020	33 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

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## JOB DESCRIPTION

The duties performed by Damage Controlmen include: The duties performed by DC's include: Primary members of ships' Flying Squad and Condition I (General Quarters) firefighting and damage control teams. Other responsibilities include, but are not limited to; operating, repairing and maintaining installed firefighting systems and equipment, damage control equipment, and chemical, biological and radiological defense equipment; training shipboard personnel in the operation, maintenance and repair of damage control systems and equipment, life saving devices, and various firefighting methods; performing emergency repairs to decks, structures and hulls by emergency pipe patching, plugging, and shoring; performing maintenance and repair of watertight closures and assorted fittings; performing emergency repairs to piping fittings and fixtures; acting as the Ships Fire Marshal or Duty Fire Marshal and firefighting leaders; training ship's company in chemical, biological and radiological defense. Primary members of Rescue and Assistance Detail, Crash and Salvage Team and Hazardous Spill Response Team. Other responsibilities to include Gas Free Engineering, Stability and Buoyancy, Space safety inspection of portable & fixed ff equipment. Performing crash rescue, firefighting, crash removal and damage control duties in connection with launching and recovery of aircraft (DDG, CG, LCS etc.) fire protection fundamentals, organizations and safety; fire behavior; fire alarm and communications; building construction; fire prevention; emergency medical care/first responder skills; emergency care plans; structural firefighting principles; personal protective equipment; forcible entry; ropes/knots, rescue practices; rescue activities and vehicle extrication; ladder and ventilation practices; structural fire ground operations; water supplies; hazardous materials responder at the awareness and operations levels; airport firefighter; aircraft and airport familiarization; aircraft response and firefighting principles; and live fire training.

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## RECOMMENDED BILLET ASSIGNMENTS

Damage Controlmen work in a variety of climates at sea and ashore. They normally perform their work at sea in a controlled climate, but are often called upon to work in machinery spaces and flight decks in various sea states and weather conditions. Work as a firefighter ashore providing fire protection and fire prevention.

Other Opportunities:

- Joint Assignments
- GWOT Support Assignments
- Recruiter
- Instructor
- RDC
- DAPA
- SARP Counselor
- Career Counselor Base Fire Department/Airport Firefighter
- Safety Office
- Emergency Management Office/EOC
- CBR-D Office

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
		Number of times up:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878  
(E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS:  Career Waypoint not approved:

Rating Conversion:  Navy Formal Training Schools Request ("A"/"C"etc):

Transfer:  Separation:  Fleet Reserve Retirement Options:

Physical Fitness Test Failure:  Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Naval Academy:  Naval Academy Preparatory School (NAPS):

Limited Duty Officer:

Officer Candidate School:  Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP):  Medical Service Corps In-service Procurement:

## SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
  1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
  2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
  1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
  2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER  
PRESIDENT  
FY-XX ACTIVE/RESERVE E7 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055  
(Active = 360 / SELRES = 335 / FTS = 336)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

**NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)**

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Personnel Qualification Standard		
301 Divisional Safety Petty Officer		
Naval Safety Supervisor Course (NAVEDTRA series)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Surface Warfare Specialist		
Aviation Warfare Specialist (Optional if Available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the DC-Damage Controlman rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E5	Board of Certified Safety Professionals (BCSP)	Occupational Hygiene and Safety Technologist (OHST)	
	Board of Certified Safety Professionals (BCSP)	Safety Management Specialist (SMS)	
E5	International Code Council (ICC)	Fire Inspector I - 66	
E5	International Code Council (ICC)	Fire Inspector II - 67	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
	United States Coast Guard (USCG)	STCW III/1 - OICEW or DDE 750 kW/1000 HP or More	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the DC-Damage Controlman rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Fire Fighter	
	Industrial Maintenance Mechanic	



## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the DC-Damage Controlman Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Emergency Management Directors
Emergency Medical Technicians
Fire Inspectors and Investigators
Firefighters
First-Line Supervisors of Firefighting and Prevention Workers
Installation, Maintenance, and Repair Workers, All Other
Maintenance and Repair Workers, General
Occupational Health and Safety Specialists
Paramedics
Plumbers, Pipefitters, and Steamfitters
Training and Development Specialists

Occupation (Federal Employer)
0018 - Safety and Occupational Health Management Series
0081 - Fire Protection and Prevention Series
0350 - Equipment Operator Series
0804 - Fire Protection Engineering Series
1601 - Equipment, Facilities, and Services Series
1603 - Equipment, Facilities, and Services Assistance Series
1670 - Equipment Services Series
4737 - General Equipment Mechanic
4816 - Protective and Safety Equipment Fabricating and Repairing
9915 - Assistant Damage Control Officer
9918 - Damage Control Leader
9919 - Damage Control Assistant Leader
9929 - Damage Controlman

## STAY NAVY

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### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECCall.aspx>.

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### Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

**AC/FTS TRANSFER:**

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

**SELRES TRANSFER:**

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

**SEPARATING/RETIRE\*:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

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**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  Push-ups  /  Run/Swim/Cardio  /

Overall Score  /

List date (if) any PRT/BCA failure(s) over the last 5 years  /

List if any Medical Waiver(s)  /

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E6)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

**\*\* Various degree options are available in the Advanced Education section. \*\***

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB

**E6 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Advanced Leader Development Course	Water front/ Flightline/ Various <sup>4</sup>	NELD-05	4 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E7	Navy e-Learning	NETCPDC-PMK-EE-E7-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hrs	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

**E6 REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

## E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Chief Petty Officer	Navy e-Learning	NRTC-NAVEDTRA-14144-MRFCPO-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Evaluation and Fitness Reports	Navy e-Learning	002EF01		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.



**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**E6 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**E6 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Damage Control Rating Manual	MNP/PQS/NRTC	NAVEDTRA 14057		
Engineering Apprentice PQS	MNP/PQS	NAVEDTRA 43701 Ch 1		
Engineering Fundamentals	MNP/PQS	NAVEDTRA 43103-A		
Damage Control Watches PQS	MNP/PQS/NRTC	NAVEDTRA 43119 Series		
Damage Control PQS	MNP/PQS	NAVEDTRA 43119-M		
Surface Force Training Manual		COMNAVSURFORINST 3502.1C		
NSTM 074 V3, Gas Free Engineering		NAVSEA S9086-CH-STM-030/CH 074V3R4		
NSTM 077 Personnel Protective Equip		NAVSEA S9086-CL-STM-010/CH 077		
NSTM 079 V1, Stability & Buoyancy		NAVSEA S9086-CN-STM-010/CH 079 V1		
NSTM 079 V2, Practical Damage Control		NAVSEA S9086-CN-STM-020/CH-079V2		
NSTM 470, SHBD BW/CW Defense		NAVSEA S9086-QH-STM-010/CH 470		
NSTM 505, Piping Systems		NAVSEA S9086-RK-STM-010/CH 505		
NSTM 555 V1, Surface Ship Firefighting		NAVSEA S9086-S3-STM-010/CH 555V1		
NTTP 3-20.31 Surface Ship Survivability				
NSTM Tagout Users Manual		NAVSEA S0400-AD-URM-010/TUM		
3M Manual		OPNAVINST 4790.8		
Navy Safety Manual		OPNAVINST 5100.19 Series		
Navy SORM		OPNAVINST 3120.32		
Firefighting (FF) Procedures	MNP	CNE-EPOC-WBS-25.05.02-0001	3 hours	
Firefighting (FF) Procedures for Ventilation Fires	MNP	CNE-EPOC-ELO-25.05.02.02-00001	2 hours	
Firefighting (FF) Procedures for Non-Engineering Space	MNP	CNE-EPOC-ELO-25.05.02.01-00001	2 hours	
Portable Firefighting Equipment Procedures	MNP	CNE-EPOC-ELO-25.05.01.01-00001	2 hours	
Procedures for Firefighting (FF) Systems and Equipment Operation, Maintenance, and Stowage	MNP	CNE-EPOC-WBS-25.05.01-00001	3 hours	
Relieving Firefighting Team Members	MNP	CNE-EPOC-ELO-29.04.01.01-00001	2 hours	
Shipboard Aircraft Fire Fighting (J-495-0413) Extinguishment Procedures	MNP	CNATT-000-SFF-043-007-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Hose Handling Procedures	MNP	CNATT-000-SFF-043-006-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Portable Fire Fighting Extinguishers	MNP	CNATT-000-SFF-043-005-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Safety	MNP	CNATT-000-SFF-043-001-A0	1 hour	
HazMat Awareness	MNP	HMA-NAVAIR-1.01	9 hours	
Fire Instructor I	MNP	CNIC-FINST1-1.0	3 hours	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

### READINESS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/">https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/</a> for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes &amp; Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

### CAPABILITIES

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/">https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/</a> for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

### CAPACITY

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/">https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/</a> for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

### SAILORS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/">https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/</a> for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

### MCPON's Suggested Reading

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/">https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/</a> for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

## E6 RECOMMENDED COMMUNITY READING

Title	Completed
None	



## Damage Controlman Chief Petty Officer (Master)

**NAME:** \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E6 section <sup>1</sup>				

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
General Shipboard Firefighting SCBA <sup>1</sup>	Various	A-495-0416	1 day	
Advanced Shipboard Fire Fighter <sup>1</sup>	Various	V-4N-0001/J-495-0419	4 days	
Team Trainer Wet Trainer (Buttercup) <sup>1</sup>	VARIOUS	K-495-0045	1 day	
Repair Locker Leader School <sup>1</sup>	Various	K-495-0040	9 days	
QAI <sup>1</sup>	Various	A-557-0001	5 days	
Senior Enlisted Propulsion Engineering Course <sup>1</sup>	Various	A-651-0110	36 days	
CBR OPS Field and Team Training <sup>1</sup>	Various	A-494-0020	12 days	
Fire Protection and Life Safety <sup>1</sup>	Various	A-493-0075	4 days	
Hazardous Substance Incident Response Management <sup>1</sup>	Various	A-493-0077	3 days	
Safety Programs (Afloat) <sup>1</sup>	Various	A-493-2099	2 days	
Introduction to Navy Occupational Safety and Health (ASHORE) <sup>1</sup>	Various	A-493-0050	4 days	
Respiratory Protection Program Management <sup>1</sup>	Various	A-493-0072	4 days	
INTRODUCTION TO HAZARDOUS MATERIALS ASHORE <sup>1</sup>	Various	A-493-0031	4 days	
Electrical Standards <sup>1</sup>	Various	A-493-0033	4 days	
INTRODUCTION TO INDUSTRIAL HYGIENE FOR SAFETY PROFESSIONALS <sup>1</sup>	Various	A-493-0035	4 days	
NAVY ERGONOMICS PROGRAM <sup>1</sup>	Various	A-493-0085	4 days	
INCIDENT COMMAND SYSTEM 300 <sup>1</sup>	Various	A-493-2300	3 days	
CONFINED SPACE SAFETY <sup>1</sup>	Various	A-493-0030	4 days	
Mishap Investigation <sup>1</sup>	Various	A-493-0078	5 days	
SAFETY MANAGER COURSE <sup>1</sup>	Various	A-493-1900	5 days	
GENERAL INDUSTRY SAFETY STANDARDS <sup>1</sup>	Various	A-493-0061	5 days	
CONSTRUCTION SAFETY STANDARDS <sup>1</sup>	Various	A-493-0021	5 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
U46A - Senior Enlisted Damage Control <sup>1</sup>	Norfolk/San Diego	A-4G-1111	47 days	
756B - Shipboard Chemical, Biological, & Radiological Specialist <sup>1</sup>	Ft. Leonardwood, MO	A-495-2062	12 days	
Senior Enlisted Propulsion Engineering Course <sup>1</sup>	Various	A-651-0110	36 days	
830A - Hazardous Material Control & Management (HMC&M) Technician <sup>1</sup>	Various	A-321-2600	3 days	
825A - Safety Technician <sup>1</sup>				
830A - Hazardous Material Control & Management (HMC&M) Technician Mobile Training Team (MTT) <sup>1</sup>	Various	A-322-2601	3 days	
B22A - Safety Inspector <sup>1</sup>	GP, Ms / QO&NF, Va / VTC	A-493-0021	5 days	
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

### JOB DESCRIPTION

The duties performed by Damage Controlmen include: The duties performed by DC's include: Primary members of ships' Flying Squad and Condition I (General Quarters) firefighting and damage control teams. Other responsibilities include, but are not limited to; operating, repairing and maintaining installed firefighting systems and equipment, damage control equipment, and chemical, biological and radiological defense equipment; training shipboard personnel in the operation, maintenance and repair of damage control systems and equipment, life saving devices, and various firefighting methods; performing emergency repairs to decks, structures and hulls by emergency pipe patching, plugging, and shoring; performing maintenance and repair of watertight closures and assorted fittings; performing emergency repairs to piping fittings and fixtures; acting as the Ships Fire Marshal or Duty Fire Marshal and firefighting leaders; training ship's company in chemical, biological and radiological defense. Primary members of Rescue and Assistance Detail, Crash and Salvage Team and Hazardous Spill Response Team. Other responsibilities to include Gas Free Engineering, Stability and Buoyancy, Space safety inspection of portable & fixed ff equipment. Performing crash rescue, firefighting, crash removal and damage control duties in connection with launching and recovery of aircraft; coordinate fire control, rescue, hazardous material clean-up and medical treatment efforts, fire protection and prevention to direct the response of firefighters to limit damage, danger and loss of life. Enforces fire codes and ensures public safety by inspecting fire alarm and protection systems in existing and new construction.

### RECOMMENDED BILLET ASSIGNMENTS

Damage Controlmen work in a variety of climates at sea and ashore. They normally perform their work at sea in a controlled climate, but are often called upon to work in machinery spaces and flight decks in various sea states and weather conditions. Work as a Fire/Deputy Chief coordinates fire protection and fire prevention.

Other Opportunities:

- Joint Assignments
- GWOT Support Assignments
- Recruiter
- Instructor
- RDC
- DAPA
- SARP
- Career Counselor
- Command Chief
- CNIC Fire Service Office
- Base Fire Department(Fire Chief/Deputy Fire Chief)
- Safety Office
- Emergency Management Office/EOC
- CBR-D Office
- 3M Coordinator

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E8)			
Date Advanced: <input type="text"/>	Eligible Advancement Date: <input type="text"/>	Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>	Security Clearance Level: <input type="text"/>	Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878  
(E7) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

Transfer:  Separation:  Fleet Reserve Retirement Options:

Physical Fitness Test Failure:  Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):  Medical Service Corps In-service Procurement:

Officer Candidate School:  Limited Duty Officer:  Chief Warrant Officer:

## SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
  1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
  2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMIS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMIS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
  1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
  2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER  
PRESIDENT  
FY-XX ACTIVE/RESERVE E8 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055  
(Active = 235 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

**NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)**



Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Personnel Qualification Standard		
301 Divisional Safety Petty Officer		
Naval Safety Supervisor Course (NAVEDTRA series)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Surface Warfare Specialist		
Aviation Warfare Specialist (Optional if Available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the DC-Damage Controlman rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E5	Board of Certified Safety Professionals (BCSP)	Occupational Hygiene and Safety Technologist (OHST)	
	Board of Certified Safety Professionals (BCSP)	Safety Management Specialist (SMS)	
E5	International Code Council (ICC)	Fire Inspector I - 66	
E5	International Code Council (ICC)	Fire Inspector II - 67	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
	United States Coast Guard (USCG)	STCW III/1 - OICEW or DDE 750 kW/1000 HP or More	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the DC-Damage Controlman rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Fire Fighter	
	Industrial Maintenance Mechanic	

## POST MILITARY OCCUPATIONS

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The following post military occupations are similar to the DC-Damage Controlman Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

<b>Occupation (Civilian Employer)</b>
Emergency Management Directors
Emergency Medical Technicians
Fire Inspectors and Investigators
Firefighters
First-Line Supervisors of Firefighting and Prevention Workers
Installation, Maintenance, and Repair Workers, All Other
Maintenance and Repair Workers, General
Occupational Health and Safety Specialists
Paramedics
Plumbers, Pipefitters, and Steamfitters
Training and Development Specialists

<b>Occupation (Federal Employer)</b>
0018 - Safety and Occupational Health Management Series
0081 - Fire Protection and Prevention Series
0350 - Equipment Operator Series
0804 - Fire Protection Engineering Series
1601 - Equipment, Facilities, and Services Series
1603 - Equipment, Facilities, and Services Assistance Series
1670 - Equipment Services Series
4737 - General Equipment Mechanic
4816 - Protective and Safety Equipment Fabricating and Repairing
9915 - Assistant Damage Control Officer
9918 - Damage Control Leader
9919 - Damage Control Assistant Leader
9929 - Damage Controlman

## STAY NAVY

### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):  Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

## SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

## SEPARATING/RETIRE\*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

## PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted] )  
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]  
Overall Score [redacted] / [redacted]  
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]  
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (CPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

NCPACE  CLEP  DSST  TA

MGIB  MGIB-SR  Post 9/11 GIB  AEV



**CPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered		5 days	
Chief Petty Officer Leader Development Course	Water front/ Flightline/ Various <sup>4</sup>	NELD-06	5 days	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

**CPO REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

**CPO RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hrs	
Senior Enlisted Academy	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**CPO RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**CPO RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Damage Control Rating Manual	MNP/PQS/NRTC	NAVEDTRA 14057		
Engineering Apprentice PQS	MNP/PQS	NAVEDTRA 43701 Ch 1		
Engineering Fundamentals	MNP/PQS	NAVEDTRA 43103-A		
Damage Control Watches PQS	MNP/PQS/NRTC	NAVEDTRA 43119 Series		
Damage Control PQS	MNP/PQS	NAVEDTRA 43119-M		
Surface Force Training Manual		COMNAVSURFORINST 3502.1C		
NSTM 074 V3, Gas Free Engineering		NAVSEA S9086-CH-STM-030/CH 074V3R4		
NSTM 077 Personnel Protective Equip		NAVSEA S9086-CL-STM-010/CH 077		
NSTM 079 V1, Stability & Buoyancy		NAVSEA S9086-CN-STM-010/CH 079 V1		
NSTM 079 V2, Practical Damage Control		NAVSEA S9086-CN-STM-020/CH-079V2		
NSTM 470, SHBD BW/CW Defense		NAVSEA S9086-QH-STM-010/CH 470		
NSTM 505, Piping Systems		NAVSEA S9086-RK-STM-010/CH 505		
NSTM 555 V1, Surface Ship Firefighting		NAVSEA S9086-S3-STM-010/CH 555V1		
NTTP 3-20.31 Surface Ship Survivability				
NSTM Tagout Users Manual		NAVSEA S0400-AD-URM-010/TUM		
3M Manual		OPNAVINST 4790.8		
Navy Safety Manual		OPNAVINST 5100.19 Series		
Navy SORM		OPNAVINST 3120.32		
Firefighting (FF) Procedures	MNP	CNE-EPOC-WBS-25.05.02-0001	3 hours	
Firefighting (FF) Procedures for Ventilation Fires	MNP	CNE-EPOC-ELO-25.05.02.02-00001	2 hours	
Firefighting (FF) Procedures for Non-Engineering Space	MNP	CNE-EPOC-ELO-25.05.02.01-00001	2 hours	
Portable Firefighting Equipment Procedures	MNP	CNE-EPOC-ELO-25.05.01.01-00001	2 hours	
Procedures for Firefighting (FF) Systems and Equipment Operation, Maintenance, and Stowage	MNP	CNE-EPOC-WBS-25.05.01-00001	3 hours	
Relieving Firefighting Team Members	MNP	CNE-EPOC-ELO-29.04.01.01-00001	2 hours	
Shipboard Aircraft Fire Fighting (J-495-0413) Extinguishment Procedures	MNP	CNATT-000-SFF-043-007-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Hose Handling Procedures	MNP	CNATT-000-SFF-043-006-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Portable Fire Fighting Extinguishers	MNP	CNATT-000-SFF-043-005-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Safety	MNP	CNATT-000-SFF-043-001-A0	1 hour	
HazMat Awareness	MNP	HMA-NAVAIR-1.01	9 hours	
Fire Instructor I	MNP	CNIC-FINST1-1.0	3 hours	
Fire Officer II	MNP	CNIC-FO2-1.0	8 hours	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

### READINESS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/">https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/</a> for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes &amp; Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

### CAPABILITIES

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/">https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/</a> for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

### CAPACITY

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/">https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/</a> for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

### SAILORS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/">https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/</a> for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

### MCPON's Suggested Reading

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/">https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/</a> for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

**CPO RECOMMENDED COMMUNITY READING**

Title	Completed
None	



## Damage Controlman Senior Chief Petty Officer (Master)

**NAME:** \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E6 section <sup>1</sup>				

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
General Shipboard Firefighting SCBA <sup>1</sup>	Various	A-495-0416	1 day	
Advanced Shipboard Fire Fighter <sup>1</sup>	Various	V-4N-0001/J-495-0419	4 days	
Team Trainer Wet Trainer (Buttercup) <sup>1</sup>	VARIOUS	K-495-0045	1 day	
Repair Locker Leader School <sup>1</sup>	Various	K-495-0040	9 days	
QAI <sup>1</sup>	Various	A-557-0001	5 days	
Senior Enlisted Propulsion Engineering Course <sup>1</sup>	Various	A-651-0110	36 days	
CBR OPS Field and Team Training <sup>1</sup>	Various	A-494-0020	12 days	
Fire Protection and Life Safety <sup>1</sup>	Various	A-493-0075	4 days	
Hazardous Substance Incident Response Management <sup>1</sup>	Various	A-493-0077	3 days	
Safety Programs (Afloat) <sup>1</sup>	Various	A-493-2099	2 days	
Introduction to Navy Occupational Safety and Health (ASHORE) <sup>1</sup>	Various	A-493-0050	4 days	
Respiratory Protection Program Management <sup>1</sup>	Various	A-493-0072	4 days	
INTRODUCTION TO HAZARDOUS MATERIALS ASHORE <sup>1</sup>	Various	A-493-0031	4 days	
Electrical Standards <sup>1</sup>	Various	A-493-0033	4 days	
INTRODUCTION TO INDUSTRIAL HYGIENE FOR SAFETY PROFESSIONALS <sup>1</sup>	Various	A-493-0035	4 days	
NAVY ERGONOMICS PROGRAM <sup>1</sup>	Various	A-493-0085	4 days	
INCIDENT COMMAND SYSTEM 300 <sup>1</sup>	Various	A-493-2300	3 days	
CONFINED SPACE SAFETY <sup>1</sup>	Various	A-493-0030	4 days	
Mishap Investigation <sup>1</sup>	Various	A-493-0078	5 days	
SAFETY MANAGER COURSE <sup>1</sup>	Various	A-493-1900	5 days	
GENERAL INDUSTRY SAFETY STANDARDS <sup>1</sup>	Various	A-493-0061	5 days	
CONSTRUCTION SAFETY STANDARDS <sup>1</sup>	Various	A-493-0021	5 days	
MANAGEMENT PRINCIPLES FOR SAFETY PROFESSIONALS <sup>1</sup>	Various	A-4J-0019	5 days	
Afloat Safety Officer <sup>1</sup>	Various	A-4J-0020	5 days	
RESPIRATORY PROTECTION MANAGER <sup>1</sup>	Various	A-4J-0082	5 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
U46A - Senior Enlisted Damage Control <sup>1</sup>	Norfolk/San Diego	A-4G-1111	47 days	
756B - Shipboard Chemical, Biological, & Radiological Specialist <sup>1</sup>	Ft. Leonardwood, MO	A-495-2062	12 days	
Senior Enlisted Propulsion Engineering Course <sup>1</sup>	Various	A-651-0110	36 days	
830A - Hazardous Material Control & Management (HMC&M) Technician <sup>1</sup>	Various	A-321-2600	3 days	
825A - Safety Technician <sup>1</sup>				
830A - Hazardous Material Control & Management (HMC&M) Technician Mobile Training Team (MTT) <sup>1</sup>	Various	A-322-2601	3 days	
B22A - Safety Inspector <sup>1</sup>	GP, Ms / QO&NF, Va / VTC	A-493-0021	5 days	
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	
8CSC - Command Senior Chief (CMDCS) <sup>1</sup>	Newport, RI	A-570-4500	12 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

## JOB DESCRIPTION

The duties performed by Damage Controlmen include: The duties performed by DC's include: Primary members of ships' Flying Squad and Condition I (General Quarters) firefighting and damage control teams. Other responsibilities include, but are not limited to; operating, repairing and maintaining installed firefighting systems and equipment, damage control equipment, and chemical, biological and radiological defense equipment; training shipboard personnel in the operation, maintenance and repair of damage control systems and equipment, life saving devices, and various firefighting methods; performing emergency repairs to decks, structures and hulls by emergency pipe patching, plugging, and shoring; performing maintenance and repair of watertight closures and assorted fittings; performing emergency repairs to piping fittings and fixtures; acting as the Ships Fire Marshal or Duty Fire Marshal and firefighting leaders; training ship's company in chemical, biological and radiological defense. Primary members of Rescue and Assistance Detail, Crash and Salvage Team and Hazardous Spill Response Team. Other responsibilities to include Gas Free Engineering, Stability and Buoyancy, Space safety inspection of portable & fixed ff equipment. Performing crash rescue, firefighting, crash removal and damage control duties in connection with launching and recovery of aircraft; coordinate fire control, rescue, hazardous material clean-up and medical treatment efforts, fire protection and prevention to direct the response of firefighters to limit damage, danger and loss of life. Enforces fire codes and ensures public safety by inspecting fire alarm and protection systems in existing and new construction.

## RECOMMENDED BILLET ASSIGNMENTS

Damage Controlmen work in a variety of climates at sea and ashore. They normally perform their work at sea in a controlled climate, but are often called upon to work in machinery spaces and flight decks in various sea states and weather conditions. Work as a Fire/Deputy Chief coordinates fire protection and fire prevention.

Other opportunities:

- Command Senior Chief
- RDC
- Instructor/Facilitator
- Recruiter
- 3-M Coordinator
- CMEO/EOA
- DAPA
- CACO
- Detailer
- Joint Assignments
- GWOT Support Assignments
- CNIC Fire Service Office
- Base Fire Department(Fire Chief/Deputy Fire Chief)
- Safety Office
- Emergency Management Office/EOC
- CBR-D Office



**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
EAOS/EOS:	<input type="text"/>	PRD:	<input type="text"/>
SEA / SHORE:	<input type="text"/>	/	<input type="text"/>
PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E9)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
Number of times up:	<input type="text"/>		
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
Date Last updated:	<input type="text"/>		
Command INDOC complete:	<input type="text"/>		

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

Transfer:  Separation:  Fleet Reserve Retirement Options:

Physical Fitness Test Failure:  Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):  Medical Service Corps In-service Procurement:

Officer Candidate School:  Limited Duty Officer:  Chief Warrant Officer:

## SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
  1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
  2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
  1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
  2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER  
PRESIDENT  
FY-XX ACTIVE/RESERVE E9 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055  
(Active = 210 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

**NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)**

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Personnel Qualification Standard		
301 Divisional Safety Petty Officer		
Naval Safety Supervisor Course (NAVEDTRA series)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Surface Warfare Specialist		
Aviation Warfare Specialist (Optional if Available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the DC-Damage Controlman rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E5	Board of Certified Safety Professionals (BCSP)	Occupational Hygiene and Safety Technologist (OHST)	
	Board of Certified Safety Professionals (BCSP)	Safety Management Specialist (SMS)	
E5	International Code Council (ICC)	Fire Inspector I - 66	
E5	International Code Council (ICC)	Fire Inspector II - 67	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
	United States Coast Guard (USCG)	STCW III/1 - OICEW or DDE 750 kW/1000 HP or More	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the DC-Damage Controlman rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Fire Fighter	
	Industrial Maintenance Mechanic	

## POST MILITARY OCCUPATIONS

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The following post military occupations are similar to the DC-Damage Controlman Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Emergency Management Directors
Emergency Medical Technicians
Fire Inspectors and Investigators
Firefighters
First-Line Supervisors of Firefighting and Prevention Workers
Installation, Maintenance, and Repair Workers, All Other
Maintenance and Repair Workers, General
Occupational Health and Safety Specialists
Paramedics
Plumbers, Pipefitters, and Steamfitters
Training and Development Specialists

Occupation (Federal Employer)
0018 - Safety and Occupational Health Management Series
0081 - Fire Protection and Prevention Series
0350 - Equipment Operator Series
0804 - Fire Protection Engineering Series
1601 - Equipment, Facilities, and Services Series
1603 - Equipment, Facilities, and Services Assistance Series
1670 - Equipment Services Series
4737 - General Equipment Mechanic
4816 - Protective and Safety Equipment Fabricating and Repairing
9915 - Assistant Damage Control Officer
9918 - Damage Control Leader
9919 - Damage Control Assistant Leader
9929 - Damage Controlman

## STAY NAVY

### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):  Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				



## SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

## SEPARATING/RETIRE\*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

## PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted] )  
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]  
Overall Score [redacted] / [redacted]  
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]  
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (SCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master

(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

NCPACE  CLEP  DSST  TA

MGIB  MGIB-SR  Post 9/11 GIB  AEV

**SCPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy <sup>4</sup>	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - NAVADMIN 266/14 As of FY 2017, all newly selected AC and SELRES SCPOs will be required to complete SEA to be eligible for advancement.

**SCPO REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

**SCPO RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	Navy e-Learning/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-2.0 / US DoN	10 hrs	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**SCPO RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**SCPO RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Damage Control Rating Manual	MNP/PQS/NRTC	NAVEDTRA 14057		
Engineering Apprentice PQS	MNP/PQS	NAVEDTRA 43701 Ch 1		
Engineering Fundamentals	MNP/PQS	NAVEDTRA 43103-A		
Damage Control Watches PQS	MNP/PQS/NRTC	NAVEDTRA 43119 Series		
Damage Control PQS	MNP/PQS	NAVEDTRA 43119-M		
Surface Force Training Manual		COMNAVSURFORINST 3502.1C		
NSTM 074 V3, Gas Free Engineering		NAVSEA S9086-CH-STM-030/CH 074V3R4		
NSTM 077 Personnel Protective Equip		NAVSEA S9086-CL-STM-010/CH 077		
NSTM 079 V1, Stability & Buoyancy		NAVSEA S9086-CN-STM-010/CH 079 V1		
NSTM 079 V2, Practical Damage Control		NAVSEA S9086-CN-STM-020/CH-079V2		
NSTM 470, SHBD BW/CW Defense		NAVSEA S9086-QH-STM-010/CH 470		
NSTM 505, Piping Systems		NAVSEA S9086-RK-STM-010/CH 505		
NSTM 555 V1, Surface Ship Firefighting		NAVSEA S9086-S3-STM-010/CH 555V1		
NTTP 3-20.31 Surface Ship Survivability				
NSTM Tagout Users Manual		NAVSEA S0400-AD-URM-010/TUM		
3M Manual		OPNAVINST 4790.8		
Navy Safety Manual		OPNAVINST 5100.19 Series		
Navy SORM		OPNAVINST 3120.32		
Firefighting (FF) Procedures	MNP	CNE-EPOC-WBS-25.05.02-0001	3 hours	
Firefighting (FF) Procedures for Ventilation Fires	MNP	CNE-EPOC-ELO-25.05.02.02-00001	2 hours	
Firefighting (FF) Procedures for Non-Engineering Space	MNP	CNE-EPOC-ELO-25.05.02.01-00001	2 hours	
Portable Firefighting Equipment Procedures	MNP	CNE-EPOC-ELO-25.05.01.01-00001	2 hours	
Procedures for Firefighting (FF) Systems and Equipment Operation, Maintenance, and Stowage	MNP	CNE-EPOC-WBS-25.05.01-00001	3 hours	
Relieving Firefighting Team Members	MNP	CNE-EPOC-ELO-29.04.01.01-00001	2 hours	
Shipboard Aircraft Fire Fighting (J-495-0413) Extinguishment Procedures	MNP	CNATT-000-SFF-043-007-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Hose Handling Procedures	MNP	CNATT-000-SFF-043-006-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Portable Fire Fighting Extinguishers	MNP	CNATT-000-SFF-043-005-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Safety	MNP	CNATT-000-SFF-043-001-A0	1 hour	
HazMat Awareness	MNP	HMA-NAVAIR-1.01	9 hours	
Fire Instructor I	MNP	CNIC-FINST1-1.0	3 hours	
Fire Instructor II	MNP	CNIC-FINST2-1.0	6 hours	
Fire Officer I	MNP	CNIC-FO1-1.0	12 hours	
Fire Officer II	MNP	CNIC-FO2-1.0	8 hours	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

### READINESS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/">https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/</a> for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes &amp; Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

### CAPABILITIES

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/">https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/</a> for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

### CAPACITY

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/">https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/</a> for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

### SAILORS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/">https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/</a> for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

### MCPON's Suggested Reading

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/">https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/</a> for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

## SCPO RECOMMENDED COMMUNITY READING

Title	Completed
None	





## Damage Controlman Master Chief Petty Officer (Master)

**NAME:** \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E6 section <sup>1</sup>				

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
QAI <sup>1</sup>	Various	A-557-0001	5 days	
Senior Enlisted Propulsion Engineering Course <sup>1</sup>	Various	A-651-0110	36 days	
CBR OPS Field and Team Training <sup>1</sup>	Various	A-494-0020	12 days	
Fire Protection and Life Safety <sup>1</sup>	Various	A-493-0075	4 days	
Hazardous Substance Incident Response Management <sup>1</sup>	Various	A-493-0077	3 days	
Safety Programs (Afloat) <sup>1</sup>	Various	A-493-2099	2 days	
Introduction to Navy Occupational Safety and Health (ASHORE) <sup>1</sup>	Various	A-493-0050	4 days	
Respiratory Protection Program Management <sup>1</sup>	Various	A-493-0072	4 days	
INTRODUCTION TO HAZARDOUS MATERIALS ASHORE <sup>1</sup>	Various	A-493-0031	4 days	
Electrical Standards <sup>1</sup>	Various	A-493-0033	4 days	
INTRODUCTION TO INDUSTRIAL HYGIENE FOR SAFETY PROFESSIONALS <sup>1</sup>	Various	A-493-0035	4 days	
NAVY ERGONOMICS PROGRAM <sup>1</sup>	Various	A-493-0085	4 days	
INCIDENT COMMAND SYSTEM 300 <sup>1</sup>	Various	A-493-2300	3 days	
CONFINED SPACE SAFETY <sup>1</sup>	Various	A-493-0030	4 days	
Mishap Investigation <sup>1</sup>	Various	A-493-0078	5 days	
SAFETY MANAGER COURSE <sup>1</sup>	Various	A-493-1900	5 days	
GENERAL INDUSTRY SAFETY STANDARDS <sup>1</sup>	Various	A-493-0061	5 days	
CONSTRUCTION SAFETY STANDARDS <sup>1</sup>	Various	A-493-0021	5 days	
MANAGEMENT PRINCIPLES FOR SAFETY PROFESSIONALS <sup>1</sup>	Various	A-4J-0019	5 days	
Afloat Safety Officer <sup>1</sup>	Various	A-4J-0020	5 days	
RESPIRATORY PROTECTION MANAGER <sup>1</sup>	Various	A-4J-0082	5 days	
Emergency Operations Center (EOC) Incident Management Team (IMT) Course <sup>1</sup>	Ca, North Island	S-540-1000	5 days	
NAVY EMERGENCY MANAGERS COURSE <sup>1</sup>	Ca, North Island	S-540-1001	5 days	
Emergency Management Senior Leader Course <sup>1</sup>	Ca, North Island	S-540-1013	5 days	
Emergency Managers Planner Course <sup>1</sup>	Ca, North Island	S-540-1018	5 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
830A - Hazardous Material Control & Management (HMC&M) Technician <sup>1</sup>	Various	A-321-2600	3 days	
825A - Safety Technician <sup>1</sup>				
830A - Hazardous Material Control & Management (HMC&M) Technician Mobile Training Team (MTT) <sup>1</sup>	Various	A-322-2601	3 days	
B22A - Safety Inspector <sup>1</sup>	GP, Ms / QO&NF, Va / VTC	A-493-0021	5 days	
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	
8CMC - Command Master Chief (CMC)/Chief of the Boat (COB) <sup>1</sup>	Newport, RI	A-570-4500	12 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

### JOB DESCRIPTION

The duties performed by Damage Controlmen include: The duties performed by DC's include: Primary members of ships' Flying Squad and Condition I (General Quarters) firefighting and damage control teams. Other responsibilities include, but are not limited to; operating, repairing and maintaining installed firefighting systems and equipment, damage control equipment, and chemical, biological and radiological defense equipment; training shipboard personnel in the operation, maintenance and repair of damage control systems and equipment, life saving devices, and various firefighting methods; performing emergency repairs to decks, structures and hulls by emergency pipe patching, plugging, and shoring; performing maintenance and repair of watertight closures and assorted fittings; performing emergency repairs to piping fittings and fixtures; acting as the Ships Fire Marshal or Duty Fire Marshal and firefighting leaders; training ship's company in chemical, biological and radiological defense.

### RECOMMENDED BILLET ASSIGNMENTS

Damage Controlmen work in a variety of climates at sea and ashore. They normally perform their work at sea in a controlled climate, but are often called upon to work in machinery spaces and flight decks in various sea states and weather conditions. Work as a Fire/Deputy Chief coordinates fire protection and fire prevention.

Other opportunities:

- Command Senior Chief
- RDC
- Instructor/Facilitator
- Recruiter
- 3-M Coordinator
- CMEO/EOA
- DAPA
- CACO
- Detailer
- Joint Assignments
- GWOT Support Assignments
- CNIC Fire Service Office
- Base Fire Department(Fire Chief/Deputy Fire Chief)
- Safety Office
- Emergency Management Office/EOC
- CBR-D Office

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address:	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Commanding Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Executive Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Department Head:	<input type="text"/>	Phone Number:	<input type="text"/>
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
EAOS/EOS:	<input type="text"/>	PRD:	<input type="text"/>
SEA / SHORE:	<input type="text"/>	/	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
Date Last updated:	<input type="text"/>		
Command INDOC complete:	<input type="text"/>		

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E9) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

Transfer:  Separation:  Fleet Reserve Retirement Options:

Physical Fitness Test Failure:  Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):  Medical Service Corps In-service Procurement:

Officer Candidate School:  Limited Duty Officer:  Chief Warrant Officer:

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Personnel Qualification Standard		
301 Divisional Safety Petty Officer		
Naval Safety Supervisor Course (NAVEDTRA series)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Surface Warfare Specialist		
Aviation Warfare Specialist (Optional if Available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the DC-Damage Controlman rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E5	Board of Certified Safety Professionals (BCSP)	Occupational Hygiene and Safety Technologist (OHST)	
	Board of Certified Safety Professionals (BCSP)	Safety Management Specialist (SMS)	
E5	International Code Council (ICC)	Fire Inspector I - 66	
E5	International Code Council (ICC)	Fire Inspector II - 67	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
	United States Coast Guard (USCG)	STCW III/1 - OICEW or DDE 750 kW/1000 HP or More	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the DC-Damage Controlman rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Fire Fighter	
	Industrial Maintenance Mechanic	

## POST MILITARY OCCUPATIONS

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The following post military occupations are similar to the DC-Damage Controlman Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Emergency Management Directors
Emergency Medical Technicians
Fire Inspectors and Investigators
Firefighters
First-Line Supervisors of Firefighting and Prevention Workers
Installation, Maintenance, and Repair Workers, All Other
Maintenance and Repair Workers, General
Occupational Health and Safety Specialists
Paramedics
Plumbers, Pipefitters, and Steamfitters
Training and Development Specialists

Occupation (Federal Employer)
0018 - Safety and Occupational Health Management Series
0081 - Fire Protection and Prevention Series
0350 - Equipment Operator Series
0804 - Fire Protection Engineering Series
1601 - Equipment, Facilities, and Services Series
1603 - Equipment, Facilities, and Services Assistance Series
1670 - Equipment Services Series
4737 - General Equipment Mechanic
4816 - Protective and Safety Equipment Fabricating and Repairing
9915 - Assistant Damage Control Officer
9918 - Damage Control Leader
9919 - Damage Control Assistant Leader
9929 - Damage Controlman

## STAY NAVY

### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):  Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				



## SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [ ] (verify account access)	MNA [ ] (extend in current field)	MNA [ ] (apply for billets)	MNA [ ] (apply for billets)	Sign Eval [ ]
Family Care Plan [ ]		Start Eval [ ]		
Mil to Mil [ ]		Reverse Sponsor [ ]		
		Incentives/EOS opportunities [ ]		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

## SEPARATING/RETIRE\*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [ ]	MED/DEN [ ]	Copy of Records [ ]	Copy of Records [ ]
Complete DD 2648 [ ]	Relocation [ ]	Official Record CD [ ]	PSD [ ]
Transition Planning [ ]	Relocation Services (FFSC) [ ]	Arrange Ceremony [ ]	MED/DEN [ ]
Annual Statement of Service History (ASOSH) [ ] <i>Reserve Only</i>	Reserve Affiliation [ ]	Request Leave / PTDY [ ]	DD 214* [ ]
	VA/DVA [ ]		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

## PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [ ]	Weight [ ]	If Required (AC [ ]	BCA [ ]	)
Last 2 PRT Cycles: Forearm Plank [ ]	/ [ ]	Push-ups [ ]	/ [ ]	Run/Swim/Cardio [ ] / [ ]
Overall Score [ ]	/ [ ]			
List date (if) any PRT/BCA failure(s) over the last 5 years [ ]	/ [ ]			
List if any Medical Waiver(s) [ ]	/ [ ]			

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (MCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

NCPACE  CLEP  DSST  TA

MGIB  MGIB-SR  Post 9/11 GIB  AEV

**MCPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hrs	
Senior Enlisted Academy <sup>4</sup>	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level 1 <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

**MCPO REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

**MCPO RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Senior Enlisted Leadership Development Guide	Navy e-Learning			
CMDCM/COB Leadership Course (Must have fleet recommendation)	MNP/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Selection Board Members and Recorders <sup>4</sup>	TWMS		1 hour	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

4 - Required for selection board members and recorders

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**MCPO RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**MCPO RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Damage Control Rating Manual	MNP/PQS/NRTC	NAVEDTRA 14057		
Engineering Apprentice PQS	MNP/PQS	NAVEDTRA 43701 Ch 1		
Engineering Fundamentals	MNP/PQS	NAVEDTRA 43103-A		
Damage Control Watches PQS	MNP/PQS/NRTC	NAVEDTRA 43119 Series		
Damage Control PQS	MNP/PQS	NAVEDTRA 43119-M		
Surface Force Training Manual		COMNAVSURFORINST 3502.1C		
NSTM 074 V3, Gas Free Engineering		NAVSEA S9086-CH-STM-030/CH 074V3R4		
NSTM 077 Personnel Protective Equip		NAVSEA S9086-CL-STM-010/CH 077		
NSTM 079 V1, Stability & Buoyancy		NAVSEA S9086-CN-STM-010/CH 079 V1		
NSTM 079 V2, Practical Damage Control		NAVSEA S9086-CN-STM-020/CH-079V2		
NSTM 470, SHBD BW/CW Defense		NAVSEA S9086-QH-STM-010/CH 470		
NSTM 505, Piping Systems		NAVSEA S9086-RK-STM-010/CH 505		
NSTM 555 V1, Surface Ship Firefighting		NAVSEA S9086-S3-STM-010/CH 555V1		
NTTP 3-20.31 Surface Ship Survivability				
NSTM Tagout Users Manual		NAVSEA S0400-AD-URM-010/TUM		
3M Manual		OPNAVINST 4790.8		
Navy Safety Manual		OPNAVINST 5100.19 Series		
Navy SORM		OPNAVINST 3120.32		
Firefighting (FF) Procedures	MNP	CNE-EPOC-WBS-25.05.02-0001	3 hours	
Firefighting (FF) Procedures for Ventilation Fires	MNP	CNE-EPOC-ELO-25.05.02.02-00001	2 hours	
Firefighting (FF) Procedures for Non-Engineering Space	MNP	CNE-EPOC-ELO-25.05.02.01-00001	2 hours	
Portable Firefighting Equipment Procedures	MNP	CNE-EPOC-ELO-25.05.01.01-00001	2 hours	
Procedures for Firefighting (FF) Systems and Equipment Operation, Maintenance, and Stowage	MNP	CNE-EPOC-WBS-25.05.01-00001	3 hours	
Relieving Firefighting Team Members	MNP	CNE-EPOC-ELO-29.04.01.01-00001	2 hours	
Shipboard Aircraft Fire Fighting (J-495-0413) Extinguishment Procedures	MNP	CNATT-000-SFF-043-007-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Hose Handling Procedures	MNP	CNATT-000-SFF-043-006-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Portable Fire Fighting Extinguishers	MNP	CNATT-000-SFF-043-005-A0	1 hour	
Shipboard Aircraft Fire Fighting (J-495-0413) Safety	MNP	CNATT-000-SFF-043-001-A0	1 hour	
HazMat Awareness	MNP	HMA-NAVAIR-1.01	9 hours	
Fire Apparatus Driver/Operator - Pumper	MNP	CNIC-FADOP-1.0	10 hours	
Fire Instructor I	MNP	CNIC-FINST1-1.0	3 hours	
Fire Instructor II	MNP	CNIC-FINST2-1.0	6 hours	
Fire Officer I	MNP	CNIC-FO1-1.0	12 hours	
Fire Officer II	MNP	CNIC-FO2-1.0	8 hours	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

### READINESS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/">https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/</a> for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes &amp; Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

### CAPABILITIES

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/">https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/</a> for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

### CAPACITY

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/">https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/</a> for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

### SAILORS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/">https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/</a> for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

### MCPON's Suggested Reading

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/">https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/</a> for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

**MCPO RECOMMENDED COMMUNITY READING**

Title	Completed
None	





## ALL PAYGRADES VOLUNTARY EDUCATION



**Note:** Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

**You must complete the Tuition Assistance Training before your first course will be approved.**

**Complete the online courses at the Navy College Website: <http://www.navycollege.navy.mil/>**

### How do I get started?

You already have. All your training up to this point is part of your Damage Controlman Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

### RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR DC

Recommended Associates' degrees for the Fireman
Public Health
Quality Control and Safety

### RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR DC

Recommended Bachelors/Masters degrees for the Fireman
Public Health
Quality Control and Safety

## GENERAL INFORMATION ON VOLUNTARY EDUCATION

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### The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: <https://www.navycollege.navy.mil>

### Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed \$250/credit for semester hours or 18-quarter hours not-to-exceed \$166.67/credit for quarter hours or, 180 clock hours not-to-exceed \$16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: <https://www.navycollege.navy.mil>

### Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: <https://jst.doded.mil/>

### The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

### Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

### College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: <https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm>
- DANTES: <http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html>

### College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): <http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm>
- DANTES (ACT SAT): <http://www.dantes.doded.mil/examinations/college-admissions/act.html>

## SAMPLE DEGREE PLAN

	<b>Florida Community College</b> <b>NCPDLP ROADMAP</b>	
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### A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

#### RATING:

**Other Degree Requirements:**    *Remediation / SLS / Pre-reqs if Needed*  
    *Residency: 25% coursework must be completed at FCCJ (in-class or DL).*

~ School Degree Information ~								
COURSE NUMBER/TITLE	CREDITS NEEDED	SERVICE SCHOOL	MOS	CLEP	DSST	EXCELSIOR	DL	SOC CRS. Cat.#
<b>~GENERAL EDUCATION</b>								
ENC 1101 - English Composition I	3		-	ENC1101	-	ENC1101	Y	EN024A
Social Science	3		-	Y	Y	Y	Y	TBD
Mathematics	3		-	Y	Y	-	Y	TBD
Humanities	3		-	Y	Y	-	Y	TBD
Natural Science	3		-	Y	Y	Y	Y	TBD
<b>~PROFESSIONAL COURSES</b>								
MAN 2021 - Principles of Management	3	E7-E9		MAN2021			Y	MG101A
BCN2732: OSHA Safety	3						N	ET069A
GEB 1011 - Introduction to Business	3				GEB1011		Y	BU001A
OST1581: Professional Development in the Work Environment	3						Y	
MAN2125: Supervision & Performance Improvement	3						Y	
ENC2210: Technical Report Writing	3						Y	EN032A
CGS 1100 - Microcomputer Applications	3	E6-E9					Y	OF033A
<b>~PROFESSIONAL ELECTIVES - minimum 24 hours</b>								
	E3	E4	E5	E6	E7	E8	E9	
<b>ACE Recommended from MOS / Rate:</b>								
Military Credits	7	13	13	17	16	16	16	
<b>Credit from Service School:</b>								
Recruit Training	2	2	2	2	2	2	2	
A-School (if attended)								
C-Schools (if attended)								
<b>Total Elective Hours</b>	9	15	15	19	18	18	18	
<b>Total Credits Awarded *</b>	9	15	15	22	24	24	24	
<b>TOTAL CREDITS NEEDED (60 s.h.)</b>	51	45	45	38	36	36	36	

\* **Disclaimer:** Please be aware that this is a sample and a Sailor's actual credit awarded may vary depending on the ACE recommendation in effect at the time of their training. This is an unofficial preview of how credit from prior learning and military experience may be applied toward this degree option. It is subject to change upon official evaluation by Florida Community College, Military Education Institute (800) 700-2795, [military@fccj.edu](mailto:military@fccj.edu).

**Florida Community College**  
**Military Education Institute**  
**601 West State Street**  
**Jacksonville, FL 32202**  
**800-700-2795**  
**Email: [military@fccj.edu](mailto:military@fccj.edu)**

**FAX: 904-632-5073**

## REFERENCES

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### Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

### Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

### Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

### Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

## Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

## Education Advancement & Service Schools:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

## Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: <https://diversity.defense.gov>
- DOD Diversity and Inclusion Management Program DODI 1020.05(series)

## Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2